



**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS**

BID NUMBER: **WCGHSC0323/2025**

CLOSING DATE: **FRIDAY, 21 NOVEMBER 2025**

CLOSING TIME: **11:00**

**FOR THE PROVISION OF MICROSOFT TRAINING TO EMPLOYEES TO ALL INSTITUTIONS UNDER THE CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD.**

Please submit your bid on the official, **not re-typed** forms. Only original, signed documents will be considered. Failure to complete and sign bidding documents, certificates, questionnaires and specification forms may invalidate the bid.

Each bid must be deposited in a **sealed envelope** with the **name and address of the bidder, the bid number and closing date**. These conditions also apply to **a bid sent by courier** that is delivered in a courier pouch and is either signed off by the responsible official or deposited in the bid box by the courier's representative. The envelope shall not contain documents related to any bid other than that indicated on the envelope.

Bid documents must be deposited in the **bid box marked DEPARTMENT OF HEALTH AND WELLNESS AND WELLNESS** situated in the foyer of the main entrance of the Western Cape Government Building 4 Dorp Street (**next to the Cape High Court**) at the junction of Dorp and Keerom Street, Cape Town. The bid box is generally open **06:00 – 21:00 a day, 7 days a week**. If you are uncertain about the location of the bid box, please call the responsible official, Ms Dineo Tong at (021) 483 3987 for assistance during office hours.

Please ensure that bids are delivered **to the correct address before bid closing**. **Late bids** will not be accepted for consideration and, where possible, will be **returned unopened** to the bidder accompanied by an explanatory letter. **No bidders' names or prices will be read out** after closing time when the bid box is opened and bids are removed by Sourcing officials.

All bidders must be registered on the Central Supplier Database (CSD) at the time of bid closing. **Bidders already registered on the CSD** must have **confirmation of their registration** AND **ensure that their status is up to date** prior to bidding by contacting [www.csd.gov.za](http://www.csd.gov.za).

**Unregistered bidders or bidders with suspended registration will be deemed non-compliant and their bids will not be considered. Any prospective unregistered bidder must register as a supplier on the CSD prior to bidding.**

**Central Supplier Database self-registration only:** [www.csd.gov.za](http://www.csd.gov.za)

**Contact email:** [SCM.eProcurementDOH@westerncape.gov.za](mailto:SCM.eProcurementDOH@westerncape.gov.za)

**Where a bidder's tax compliance status cannot be verified or if a bidder's tax status is non-compliant on the CSD, the bidder will be afforded 7 working days to confirm tax compliance for the bid to be considered.**

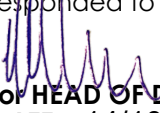
The B-BBEE status **on form WCBD 6.1 in your bid document** will be used to evaluate the bid, **not your B-BBEE status on the SEB or CSD**. Please complete your claims for **both the 80/20 and 90/10 preference points systems** in the WCBD6.1, as well as the attached **form WCBD4**. All other mandatory documents held on the CSD will be accepted by the Department of Health and Wellness and Wellness (WCGH) for consideration of formal bids.

This bid is subject to the General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract.

**The successful bidder will be required to complete and sign a written contract form (WCBD7.1).**

Potential bidders may ask for clarification on the Terms of Reference or prior to bid closing. Any request for clarification must be submitted by email to [Dineo.Tong@westerncape.gov.za](mailto:Dineo.Tong@westerncape.gov.za)

Answers to any written queries referred to SCS in accordance with the above-mentioned paragraph will be responded to via email and e-tender portal.

  
C Munnik  
for HEAD OF DEPARTMENT  
DATE: 14/10/2025

WESTERN CAPE GOVERNMENT: HEALTH  
DIRECTORATE: SUPPLY CHAIN (G & S  
SOURCING)  
BID OPENED 11:00

**21 November 2025**

1)..... 2).....  
SIGNED SIGNED

**PART A  
INVITATION TO BID**

**ZERO-TOLERANCE TO FRAUD, THEFT AND CORRUPTION (ANTI-FRAUD, THEFT AND CORRUPTION)**

THE WCG IS COMMITTED TO GOVERN ETHICALLY AND TO COMPLY FULLY WITH ANTI-FRAUD, THEFT AND CORRUPTION LAWS AND TO CONTINUOUSLY CONDUCT ITSELF WITH INTEGRITY AND WITH PROPER REGARD FOR ETHICAL PRACTICES.

THE WCG HAS A ZERO TOLERANCE APPROACH TO ACTS OF FRAUD, THEFT AND CORRUPTION BY ITS OFFICIALS AND ANY SERVICE PROVIDER CONDUCTING BUSINESS WITH THE WCG.

THE WCG EXPECTS ALL ITS OFFICIALS AND ANYONE ACTING ON ITS BEHALF TO COMPLY WITH THESE PRINCIPLES TO ACT IN THE BEST INTEREST OF THE WCG AND THE PUBLIC AT ALL TIMES.

THE WCG IS COMMITTED TO PROTECTING PUBLIC REVENUE, EXPENDITURE, ASSETS AND REPUTATION FROM ANY ATTEMPT BY ANY PERSON TO GAIN FINANCIAL OR OTHER BENEFIT IN AN UNLAWFUL, DISHONEST OR UNETHICAL MANNER.

INCIDENTS AND SUSPICIOUS ACTIVITIES WILL BE THOROUGHLY INVESTIGATED AND WHERE CRIMINAL ACTIVITY IS CONFIRMED, RESPONSIBLE PARTIES WILL BE PROSECUTED TO THE FULL EXTENT OF THE LAW.

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)**

|             |                 |               |                 |               |          |
|-------------|-----------------|---------------|-----------------|---------------|----------|
| BID NUMBER: | WCGHSC0323/2025 | CLOSING DATE: | 31 October 2025 | CLOSING TIME: | 11:00 am |
|-------------|-----------------|---------------|-----------------|---------------|----------|

|             |                                                                                                                                                                             |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DESCRIPTION | FOR THE APPOINTMENT OF A SERVICE TO ADMINISTER BARRETT VALUES SURVEY TO ALL INSTITUTION UNDER THE CONTROL OF WESTERN GAPE GOVERNMENT HEALTH & WELLNESS FOR A 3-YEAR PERIOD. |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)**

Bid documents must be deposited in the **bid box** marked **DEPARTMENT OF HEALTH AND WELLNESS AND WELLNESS** situated in the entrance of M9 (the **old GENSES Building**) on the **premises of Karl Bremer Hospital**.

**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO**

**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**

|                  |                                                                                  |                  |                                                                                                  |
|------------------|----------------------------------------------------------------------------------|------------------|--------------------------------------------------------------------------------------------------|
| CONTACT PERSON   | Ms D Tong                                                                        | CONTACT PERSON   | Ms N Albertus                                                                                    |
| TELEPHONE NUMBER | 021 483 3987                                                                     | TELEPHONE NUMBER | 021 483 6108                                                                                     |
| FACSIMILE NUMBER | N/A                                                                              | FACSIMILE NUMBER | N/A                                                                                              |
| E-MAIL ADDRESS   | <a href="mailto:Dineo.Tong@westerncape.gov.za">Dineo.Tong@westerncape.gov.za</a> | E-MAIL ADDRESS   | <a href="mailto:Ntombomzi.Albertus@westerncape.gov.za">Ntombomzi.Albertus@westerncape.gov.za</a> |

**SUPPLIER INFORMATION**

|                                                                                                                                  |                                                                                   |  |                                                                                                                                                                                                                                                                              |                                                                                   |      |
|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------|
| NAME OF BIDDER                                                                                                                   |                                                                                   |  |                                                                                                                                                                                                                                                                              |                                                                                   |      |
| POSTAL ADDRESS                                                                                                                   |                                                                                   |  |                                                                                                                                                                                                                                                                              |                                                                                   |      |
| STREET ADDRESS                                                                                                                   |                                                                                   |  |                                                                                                                                                                                                                                                                              |                                                                                   |      |
| TELEPHONE NUMBER                                                                                                                 | CODE                                                                              |  | NUMBER                                                                                                                                                                                                                                                                       |                                                                                   |      |
| CELLPHONE NUMBER                                                                                                                 |                                                                                   |  |                                                                                                                                                                                                                                                                              |                                                                                   |      |
| FACSIMILE NUMBER                                                                                                                 | CODE                                                                              |  | NUMBER                                                                                                                                                                                                                                                                       |                                                                                   |      |
| E-MAIL ADDRESS                                                                                                                   |                                                                                   |  |                                                                                                                                                                                                                                                                              |                                                                                   |      |
| VAT REGISTRATION NUMBER                                                                                                          |                                                                                   |  |                                                                                                                                                                                                                                                                              |                                                                                   |      |
| SUPPLIER COMPLIANCE STATUS                                                                                                       | TAX COMPLIANCE SYSTEM PIN:                                                        |  | AND                                                                                                                                                                                                                                                                          | CENTRAL SUPPLIER DATABASE No:                                                     | MAAA |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE                                                                                     | [TICK APPLICABLE BOX]<br><input type="checkbox"/> Yes <input type="checkbox"/> No |  | B-BBEE STATUS LEVEL SWORN AFFIDAVIT                                                                                                                                                                                                                                          | [TICK APPLICABLE BOX]<br><input type="checkbox"/> Yes <input type="checkbox"/> No |      |
| IF YES, WAS THE CERTIFICATE ISSUED BY A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN NATIONAL ACREDITATION SYSTEM (SANAS) | [TICK APPLICABLE BOX]<br><input type="checkbox"/> Yes <input type="checkbox"/> No |  | <div style="border: 2px solid blue; padding: 10px; text-align: center;"> <p><b>WESTERN CAPE GOVERNMENT: HEALTH</b><br/> DIRECTORATE: SUPPLY CHAIN (G &amp; S SOURCING)<br/> BID OPENED 11:00<br/> <b>21 November 2025</b><br/> 1)..... SIGNED      2)..... SIGNED</p> </div> |                                                                                   |      |

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs & QSEs) MUST BE SUBMITTED TOGETHER WITH A COMPLETED 6.1 IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

|                                                                                               |                                                                                    |                                                                          |                                                                                                      |
|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/ SERVICES/ WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF] | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER THE QUESTIONNAIRE BELOW] |
|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|

#### QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

|                                                                                                                                                                                                                            |                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?                                                                                                                                                            | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA?                                                                                                                                                                                  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?                                                                                                                                                                 | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?                                                                                                                                                                      | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?                                                                                                                                                                  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b> |                                                          |

#### PART B TERMS AND CONDITIONS FOR BIDDING

##### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL SERVICE PROVIDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (WCBD7).**

##### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE WITH TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE AND CSD NUMBER AS MENTIONED IN 2.3 ABOVE.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution) .....

DATE: .....

February 2023  
WESTERN CAPE GOVERNMENT HEALTH  
DIRECTORATE: SUPPLY CHAIN (G & S  
SOURCING)  
BID OPENED 11:00  
**21 November 2025**  
1).....  
SIGNED  
2).....  
SIGNED

| SCOPE OF WORK |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Comments/Complies/<br>Does not comply/Yes/No                                                                                                                                                      |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>NOTE</b>   | <p>In the column provided for this purpose, please indicate next to each paragraph whether your offer complies with the bid specification by writing "Complies/Does not-comply/Noted" and/or provide comment or make reference to attached documentation, if any, as required. Additional documentation provided by you must clearly show the paragraph in the bid document to which it relates, please. Where applicable, please acknowledge you have read and understood conditions by writing "Yes" or "No" in the next column.</p> <p><b>SECTION 1 - SCOPE</b></p> <p>1.1 To provide Microsoft Office Suite Training for the Western Cape Department of Health and Wellness and Wellness, Microsoft Office packages 2013,2016 and 365 (Microsoft Word, Microsoft Excel, Microsoft PowerPoint, MS Access, MS Publisher, MS Teams, Power Apps, Power BI, Power Automate, MS Visio and One Note) for Beginners, Intermediate, Super-User (Expert) and Advanced competencies.</p> <p>1.2 <b>REQUIREMENTS</b></p> <p>1.2.1 This Specification establishes the requirements for the development and delivery of Ms Word Office packages. (Microsoft Word, Microsoft Excel, Microsoft PowerPoint, MS Access, MS Publisher, MS Teams, Power Apps, Power BI, Power Automate, MS Visio and One Note.) for the Beginners, Intermediate and Advanced competencies. The comprehensive details of the course outline must be included in the bid document.</p> <p>1.2.2 Each trainee must be provided with a training manual or CD. <i>Please note that it is compulsory that bidders must submit a complete copy of the training manual or CD together with the proposal for evaluation.</i></p> <p>1.3 <b>CONTRACT PERIOD</b></p> <p>1.3.1 A <b>Service Level Agreement</b> (SLA) will be concluded between the contractor and the Department after the award of the bid.</p> <p>1.3.2 This agreement, shall be subject to the conclusion of the contract forms, completed bid document and the General Conditions of Contract, and shall remain in force for <b>36 months</b> and terminate on the last calendar day of the <b>36 months</b>.</p> <p>1.3.3 The bid will be subject to the <b>General Conditions of Contract (GCC) and Special Conditions of Bid</b> of which a copy is included in the bid document for the information of bidders. The successful bidder/s must accept the terms and conditions of the GCC and the Special Conditions of Bid.</p> <p>1.4 <b>TARGET GROUP AND DURATION OF COURSE</b></p> <p>1.4.1 MS Office Training to be provided to all personnel employed by the Western Cape Government Health.</p> <p>1.4.2 Course should be offered for one (1) working day per level, from 08:30am – 15:30</p> <p>1.4.3 <b>Training to be provided to WCGHW: Health Care Professionals and Support Staff situated across 6 regions and satellite offices: All Districts and Institutions within the Department of Health and Wellness and Wellness; Metropole (divided in 4 substructure); West Coast; Garden Route; Central Karoo; Cape Winelands &amp; Overberg.</b><br/> <b>The estimated quantity mentioned are not confirmed and may be subject to change.</b></p> |                                                                                                                                                                                                   |
|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <p>WESTERN CAPE GOVERNMENT: HEALTH<br/>DIRECTORATE: SUPPLY CHAIN (G &amp; S SOURCING)<br/>BID OPENED 11:00</p> <p><b>21 November 2025</b></p> <p>1).....<br/>SIGNED</p> <p>2).....<br/>SIGNED</p> |

| SCOPE OF WORK |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Comments/Complies/<br>Does not comply/Yes/No |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| 2.1           | <p><b>SECTION 2 - The bid process</b></p> <p><i>Closing date of bid</i>                      <b>Friday, 21 November 2025 at 11:00 am</b><br/> <i>Validity of bid</i>                              <b>60 days</b> from closing.<br/> <i>Registration as interested party</i>        Following the publication of the invitation to bid, the bidders requesting bid documents will be registered as interested parties</p> <p><b>SECTION 3 - Instructions for completing bid documents</b></p> <p>3.1 Please provide all compulsory documents required in the bid invitation in the full name of the bidder.</p> <p>3.2 Please include a letter from the bidding entity authorising the signatory of the WCBD1 bid form to submit this bid on behalf of the bidder.</p> <p>3.3 Please complete all the documents and forms provided in this bid document and furnish all the requested information.</p> <p>3.4 Please complete the bid response document by stating in the block opposite each subsection whether you will comply or will not comply with the specifications in that subsection.</p> <p>3.5 A response of "Noted" will be taken to mean "Comply". Please provide an explanatory note in a separate document with a clear reference to the corresponding paragraph number or beneath each point in the bid document. The numbering in the bid document may not be altered.</p> <p>3.6 It will be to your disadvantage if the document is not completed in this way and can lead to the exclusion of your offer if the trend persists throughout your document.</p> <p>3.7 If you are unable to comply with a particular requirement or specification, please provide a comment/explanation for not complying.</p> <p>3.8 You are permitted to submit testimonials to support your statements of competence and must confirm that these are true and accurate reflections of the service which you intend providing.</p> <p>3.9 If additional supporting documents are provided as part of this bid, please give it a document number that is clearly marked on each page of the document.</p> <p>3.10 Please provide an index/summary of all supporting documents with your bid response.</p> <p>3.11 The absence of evidence required to prove your compliance with the bid specifications will be taken to indicate that you lack the necessary knowledge or capacity to provide the service.</p> <p>3.12 Re-typing, pdf or other digital conversions and/or amendment of the original bid document are not allowed, and will invalidate your bid response.</p> <p>3.13 Response fields that have been left blank intentionally or unintentionally, have been marked with a '✓□', 'x□', or other symbols will be considered non-responsive to the particular question.</p> <p><b>SECTION 4- Bid clarity</b></p> <p>4.1 (i) The Department reserves the right to request clarifying information from a bidder.<br/> (ii) Bidders or interested parties may contact the Department to request clarity or additional information to assist their compiling of a bid. The Department will respond via electronic mail, which will be provided to all the interested parties. No one interested party will be provided with any information before any other, so as to promote the principle of unbiased communication with the parties.</p> <p><b>SECTION 5 - Bid awarding</b></p> <p>5.1 All bids duly lodged shall be taken into consideration and evaluated for compliance, based on the principles set forth in this document.</p> <p>5.2 Bids that are found compliant in terms of the mandatory, statutory and financial requirements will be evaluated.</p> |                                              |

WESTERN CAPE GOVERNMENT: HEALTH  
DIRECTORATE: SUPPLY CHAIN (C & S)

SOURCING)  
BID OPENED 11:00

**21 November 2025**

1).....  
SIGNED

2).....  
SIGNED

| SCOPE OF WORK |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Comments/Complies/<br>Does not comply/Yes/No |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| 5.3           | <b>SECTION 5 - Bid awarding (continuation)</b><br>The bids will be evaluated according to the National Treasury Supply Chain legislation and policies, legislation and policies of the Western Cape Provincial Treasury Department and the Western Cape Government Health procurement parameters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                              |
| 5.4           | The Department will establish a bid evaluation committee to evaluate this bid using a pre-defined set of evaluation criteria.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                              |
| 5.5           | This committee will assess the offer using this document as the basis for the evaluation. Please refer to Evaluation Criteria.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                              |
|               | <b>SECTION 6 – COURSE OUTLINE</b><br><b>Course outline must include the following but not limited to:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                              |
| 6.1.1         | Pre-Assessments is required prior to the commencement of the training to ascertain the level of the learner.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                              |
| 6.1.2         | Must be clearly specified in the bid document. A copy of the unit standard the course is aligned must be submitted with the bid document.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                              |
| 6.2           | <b>KEYBOARD SKILLS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                              |
| 6.2.1         | For users to learn how to touch-type the alphabetic numeric and symbol keys, create, save, and edit word processing documents.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                              |
| 6.2.2         | Getting started with Key Pro5, lowercase letters, plus the reaches to the 'e' and 'n'. The Left shift, h, t, and period reaches. Learn the r, Right Shift, c and o reaches. The W, comma, b, and p reaches.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                              |
| 6.3           | <b>INTRODUCTION TO PC'S &amp; BASIC MS OFFICE APPLICATIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                              |
| 6.3.1         | For users who has had no exposure to using a PC.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                              |
| 6.3.2         | What is a Personal Computer?, Uses of Personal Computers, Types of Storage Devices, Computer Ports, Operating System, Computer Hardware & Software, Starting the Computer & Logging into Windows, Explore the Desktop, Taskbar & Start Menu, Using the Mouse, Shutting down Windows, Windows Components, Windows Control Buttons, Arrange Desktop Icons, Shortcut Icons, Creating, Renaming & Deleting Folders, Search for Files or Folders, Start & Use a Program, such as the Paint tool, The Desktop Background, The Recycle Bin.                                                                                                                                                                                                                                                                                                                                             |                                              |
| 6.4           | <b>WINDOWS BASIC &amp; INTERNET INTRODUCTION:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                              |
| 6.4.1         | For users who has had no exposure to using a PC.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                              |
| 6.4.2         | Operating Systems, Software Applications, Log into Windows, The Lock Screen, The Shut Down option, Navigate the desktop, Work with Windows, Windows Components, Arrange open Windows, Customise the Start Menu, The Taskbar, Customize the Taskbar, Personalise the Desktop, Change the Desktop Background, Arrange Desktop Icons, Managing Files & Folders, Create, Rename & delete folders, Organise Files & Folders, Create Shortcuts to the Desktop, The Recycle Bin, Windows Accessories, The Paint Tool, Microsoft WordPad, The Save As Dialog Box, Cut, Copy & Paste, Using the Calculator, Using the Snipping Tool, Using the Sticky Notes, What is the Internet?, Intranet & Extranet, Advantages & Disadvantages of using the Internet, Search Engines, Adding Links to the Favourites Bar, Using & Clearing the History, Copy & Paste Text, Graphics from a Web Page. |                                              |
| 6.5           | <b>MICROSOFT WORD</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                              |
| 6.5.1         | <b>INTRODUCTION (BEGINNERS)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                              |
| 6.5.1.1       | For learners with no previous knowledge of Office 2013,2016 and 365                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                              |

WESTERN CAPE GOVERNMENT: HEALTH  
DIRECTORATE: SUPPLY CHAIN (G & S  
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21 November 2025

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| SCOPE OF WORK |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Comments/Complies/<br>Does not comply |
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| 6.5           | <b>MICROSOFT WORD</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                       |
| 6.5.1         | <b>INTRODUCTION (BEGINNERS)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                       |
| 6.5.1.2       | What is word for Windows; Starting and Quitting Word; Understanding the Word Screen; Menus; Toolbars; Dialog boxes; Office Assistant; Help Menu; Switch between Applications; Create a new Document; Non printing Characters; Insert mode/Typeover Mode; Working with multiple Document; Switching between documents; Saving Documents; Saving Document with file documents; Closing a Documents; Password Protect a Document; Opening an existing documents; Save; Close & Open Documents; Edit & Delete Text; Undo & Redo; Cut Copy and Paste; Find & Replace; Check Spelling; Formatting Text; Indents; Bullets; & Numbering; Line Spacing; Tabs; Printing; Moving a document; Select Browse Object Button; Moving and Scrolling with the Keyboard; Go To; Selecting Text; Deleting Text, Drag and Drop; Editing; Copy from one document to another; Using Paste Special; Hyphenating Words; Use Auto Text; Auto Correct; Page Breaks; |                                       |
| 6.5.1.3       | Find and Replace; Spell check; Spelling Options; Grammar Check; Grammar Options; The Suring Proofing in Other Languages; Counting Words;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                       |
| 6.5.1.4       | Using Styles; Formatting Characters; highlighting Text; Changing Font/Sizes; Insert Symbols/Special Characters; Insert Date & Time; Format Painter; Superscript and Subscript; Hiding Text; Character Spacing; Character Case.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                       |
| 6.5.1.5       | Alignment; Bulleted / Numbered Lists; Indentation; Line Spacing; Setting Tabs / Leader Tabs Page Layout (Margins); Page Layout (Page Orientation); Page Layout (Paper Size); Inserting Page Numbers; Headers and Footers; Different Views; Print Preview; Printing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                       |
| 6.5.2         | <b>INTERMEDIATE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                       |
| 6.5.2.1       | For users who are already familiar with the basic Ms Word 2013, 2016 and 365.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                       |
| 6.5.2.2       | Understanding Tables; Creating Tables; Typing & Moving in a Table; Table Properties; Delete & Edit a Table; Moving & Copying Cells; Change Columns Width & Row Heights; Add Caption to a Table; Rotate Text in a Cell; indent & Tabs in a cell; Inserting/Deleting Cells; Rows/Rows; Merging & Splitting Cells; Alignment of a Text in a Cell; Table Headings & Table AutoFormat; Borders & Shading; Converting a Table to Text; Sorting Tables; Nested Tables; Calculate Math Results in a Table; Add graphics to a table.                                                                                                                                                                                                                                                                                                                                                                                                               |                                       |
| 6.5.2.3       | Create Multilevel Lists; Drop Caps; Working with Columns; Understanding Sections;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                       |
| 6.5.2.4       | Inserting Pictures; inserting ClipArt; Working with Picture – Selecting; Moving Pictures; Cut & Copy Pictures; Modify pictures; Wrapping Text around a picture; Placeholders; Watermarks; Basics about drawing; Drawing Objects & Lines; Selecting objects; Move/Copy/size objects; Formatting Objects; Shadows & 3-D Effects; Rotating/ Flipping/ Alignment; Distributing Object; AutoShapes; Wrap Text; WordArt; Textboxes (Creating/Deleting); Textboxes; (Moving/Sizing); Formatting Text Boxes; linking Text Boxes; Page Borders                                                                                                                                                                                                                                                                                                                                                                                                     |                                       |
| 6.5.2.5       | Using Styles; Style Gallery; Creating & Editing Styles; Assign a Shortcut key to a Style; Copy; Copy Styles – Organizer; Themes; Templates; Open a Template; Saving & Applying Templates; editing and Deleting Templates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                       |
| 6.5.3         | <b>ADVANCE FOR USERS WHO ARE ALREADY WITH INTERMEDIATE MS WORD.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                       |
| 6.5.3.1       | What is Mail Merge? Create a Form letter by using the Mail Merge Task Pane; Create a Main document using the Mail Merge Wizard; Create a Recipient List using the Mail Merge Wizard; Add Merge Fields to a Main Document; Preview a Mail Merge Document; Find a Particular Recipient; Print a Mail Merge Document; Use an Existing Data Source; Merge a List to Envelopes and Labels.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                       |
| 6.5.3.2       | Integrate Word Data with Other Programs; Know when to Paste/Insert/Link/Embed; Copy & Paste from Other Applications; Link Information; Embedding Excel Data; Editing Embedded Data; Import and export Files to and from MS Word; Import Excel Charts; build and Edit an Equation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                       |
| 6.5.3.3       | Master Documents; Footnotes / Endnotes; Creating Indexes; table of Contents; Cross References; Use Bookmarks.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                       |

| SCOPE OF WORK |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Comments/Complies/<br>Does not comply |
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| 6.5           | <b>MICROSOFT WORD (continuation)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                       |
| 6.5.3         | <b>ADVANCE FOR USERS WHO ARE ALREADY WITH INTERMEDIATE MS WORD.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                       |
| 6.5.3.4       | Macros; Automating with Visual Basic for Applications; Record a Simple Macro; Storing a Macro Pausing a Macro Running a Procedure; Examining the Procedure – View Macro Scripts; Visual Basic Editor; Assigning a Macro to a Keyboard Shortcut; Assigning a Macro to a Button on a Toolbar; Customizing a Macro Button; Copying a Macro to other Documents or Templates; Delete Macros.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                       |
| 6.5.3.5       | Organizing Content with Outline View; Working with Outline View; The Outline toolbar; Preparing for Outline View; Promoting & Demoting Headings; Expanding & Collapsing Headings; Moving Blocks of Text Numbering on Outline; Printing an Outline.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                       |
| 6.5.3.6       | Building Forms; Understanding Form Basics; Planning a Form; The Forms Toolbar; Planning and Designing a Form; Form Components; Adding Form Fields; Text Fields in a Form; Customizing Text Form Fields; Inserting a Check Box Field; Customizing Check Box Form Fields; Inserting a Drop-Down Field; customizing Drop- Down Form Fields; Adding Help to a Form; Save a Form as a Template; Protecting the Forum; Using On-Screen Forms; Modifying / Editing a form; Printing Forms; Digital Signatures.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                       |
| 6.5.3.7       | Managing Document Revisions – Tracking Changes; Using the Track Feature; Tracking Changes; Tracking Options; Reviewing Changes; Protecting Documents for Changes; Merged Revisions by Several Reviewers; Working with Comments – Inserting Comments; Comments; Editing Comments; Finding Comments; Deleting Comments; Printing Comments; Protecting Documents for Comments Only; Customizing MS Office – Toolbars; Creating your own Toolbar, Create Custom Menus; Publishing to Web Page; Save a document as a Web Page; Create a Hyperlink; Edit and Remove a Hyperlink.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                       |
| 6.6           | <b>MICROSOFT - EXCEL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                       |
| 6.6.1         | <b>INTRODUCTION (BEGINNERS)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                       |
| 6.6.1.1       | For learners with no previous knowledge of Office 2013, 2016 and 365.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                       |
| 6.6.1.2       | What is a MS Excel Spreadsheet?; Start & Quit Ms Excel; Minimize/Maximize/Restore/Close; the Application Windows; Sheet Tabs; Shortcut Menus; Toolbars; Menus; Using Dialog Boxes ;Using Toolbars; Office Assistant; Using Help; Manipulating Windows; Create a New Spreadsheet; Types of Information; Entering Information; Deleting Information; Undo & Redo Edits; Selecting Cell (s)/Column(s)/Rows(s);Edit the Title of a Worksheet (Text); Use AutoFill to Copy a Series; Freezing Panes; Grouping Sheets; AutoCorrect; AutoComplete & Pick List; Finding & replacing; Hiding & Un-hiding Worksheets; Saving Workbooks; Saving with File Properties; Password Protection; Closing Workbooks; Open a New Workbook; Understand Templates; Open an Existing Workbook; Auto sum – Total Rows & Columns; Create Simple Formulas; Basic Concepts on Formulas; Date / Time Formula; Create Formulas – Function Wizard; Name Ranges; Cut / Copy / Paste; Paste Special; Move Data between Cells; Inserting / Deleting Rows & Columns; Relative & Absolute References; |                                       |
| 6.6.1.3       | Formula Error Messages; Copy & Move Sheets; Format Data – AutoFormat; Format Painter; Change Number Formats; Hiding Zeros; Formatting Cells (Font, Size, Colour); Row Height / Column Width; Wrapping Text in a Cell; Shrink Text to fit in a Cell; Merge Cells; Alignment; Merge & Centre Text; Indent Cell Contents; Cell Background Colour; Borders; Check Spelling; Preview Worksheet; Page Set-up; Print Titles; Page Breaks; Headers & Footers; Print Worksheet Data; Print Gridlines; Exercise; Glossary.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                       |
| 6.6.2         | <b>INTERMEDIATE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                       |
| 6.6.2.1       | For users who are already familiar with the basic Excel 2013,2016 and 365                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                       |

WESTERN CAPE GOVERNMENT: HEALTH  
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| SCOPE OF WORK               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Comments/Complies/<br>Does not comply |
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| 6.6<br>6.6.2<br>6.6.2.2     | <b>MICROSOFT – EXCEL (continuation)</b><br><b>INTERMEDIATE</b><br>Databases; Creating a Database; Using a Data Form; Naming a Database; Format & Edit a Database; Sorting a Database; Numbers & Alphanumeric; Sorting in a Special Order; Multiple Sorts; Finding & Edit with Data Form; AutoFilter; Top Ten AutoFilter; Custom Filter ( And/ Or); Exercises; Advanced Filter; Filter Unique Records Only (Duplicates); Text Functions, Date & Time Functions; Linking; Linking – Copy / Paste Special; Linking – {Pointing Method; Edit Links – Open Source; Edit Links – Change Source; Freezing Links; Linking Cell Pictures; Linking Between Excel and Word; Consolidating; Reports & Subtotals; Nested Subtotals; Worksheet Outlining; Controlling Worksheet Display; Splitting of Panes; Freezing Panes; Validating Data; Separate / Parse; Transposing a range; Copy a Sheet within a Workbook; Copy a Sheet between Workbooks; Moving Sheets; Documenting Workbooks (Notes / Comments); Password Protection (Entire Workbook); Password Protection (Cells); Drawing / ClipArt; Charting; Creating Charts – Wizard; Sizing & Moving Charts; Modifying Charts; Chart Types; Adding & deleting Data; Rearrange Chart Data; Inserting text (Titles); Data Labels & Legend; Gridlines; 3D View; Line Charts; Transferring Chart Formats; Complex Charts; Creating Picture Charts.                                                                                                                                                                       |                                       |
| 6.6.3<br>6.6.3.1<br>6.6.3.2 | <b>ADVANCE</b><br>For users who are already familiar with the intermediate Excel 2013,2016 and 365. Fields; Using the Page Field; Hiding & Showing Data; PivotTable Field Advanced Options; View Source Detail Information; Remove Data from Pivot Table; Change summary Functions; Removing Grand Totals; Format a PivotTable; Update & Refresh Data; Chart a PivotTable; Using VLOOKUP Function; Using the HLOOKUP Function; The LOOKUP Wizard; Using Logical Functions; IF Functions; Nesting IF Functions; Using VLOOKUP with an IF Function; Using Financial Functions; PMT Function; FV Function; Create a One – Input Table; Create a Two -Input Table; Goal Seek and Solver; Goal Seek; Solver; Scenario Manager; Automating with Visual Basic for Applications; Starting the Recorder – STEPS; Recording a Macro; Running a Macro; Recording a Formatting Macro; Examining the Procedure; Viewing & Editing VBA Code; Attaching Procedures to objects; Assign a Procedure to a Button; Edit the Macro Button; Macro Button; Macro Security Levels; Microsoft Query; Start Microsoft Query; Using the Query Wizard; Working with Columns; Filtering Data; Sorting Records; Fishing the Query; Editing & Updating Query Results; Importing Text Data; Exporting Data; Saving a Worksheet as a Web Page; Publish a Worksheet to the Web; Auditing Workbooks & Worksheets; Using Excel's Auditing Tools; Tracing Arrows; The Auditing Toolbar; Sharing Workbooks; Templates; conditional Formatting; Customizing Ms Excel; creating and Using Styles. |                                       |
| 6.6.4<br>6.6.4.1<br>6.6.4.2 | <b>EXPERT</b><br>For users wanting to further develop their skills in designing spreadsheet solutions. Excel Add-ins, description of Add-ins, Using the Paste special, understanding the Paste Special operation commands, The CONCATENATE function, the TEXT function, the CHAR function, the LEFT, RIGHT and MID functions, the EXACT function, Nesting the TEXT,CHAR,LEFT,RIGHT and MID functions with the CONCATENATE function; Date and Time Functions, the DATE function, using the LEFT,RIGHT and MID functions with the DATE function; the network days function, using the DAY,MONTH and YEAR functions, using the DATEDIF function to calculate ages; using form controls in excel, adding the DEVELOPER TAB, ActiveX vs form controls, creating a COMBO Box, creating a LIST box, creating a GROUP Box and OPTION buttons, creating a SPIN button, using the INDEX function with form controls, creating and renaming check boxes, using a checkbox to toggle a chart series on or off.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                       |
| 6.6.5<br>6.6.5.1            | <b>DASHBOARD REPORT DESIGN</b><br>For users who need to create dashboards and other reports in order to analyse, interpret and present information.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                       |

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| 6.6           | <b>MICROSOFT – EXCEL (continuation)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                       |
| 6.6.5         | <b>DASHBOARD REPORT DESIGN</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                       |
| 6.6.5.2       | Introduction to Dashboards, Dashboards, establish the user requirements, list the required data sources, dashboard design principles, developing your data model, DATA Model best practices; The VLOOKUP function, using the VLOOKUP formulas in a data model, using drop-down lists in the data model, creating the drop-down list, the HLOOKUP function, the SUMIF function, the SUMPRODUCT function, the CHOOSE function, using smart tables, converting a range to an Excel table; Pivot tables, create a Pivot table, summary functions in value fields, creating formulas ,create calculated fields ,add a complex calculated field, calculated items ,edit a calculated field formula, edit a single formula for a calculated item ,delete a calculated item, renaming fields in a Pivot table, GETPIVOTDATA Option, Charts, Chart types, changing object colours and borders ,formatting numbers, formatting a Data series, scaling and customizing an axis, use advanced chart features, dual-axis charts, format numbers effectively ,remove gridlines, remove borders, remove data labels, remove the legend, remove the Axis, Advanced charting, charting non-contiguous ranges, charting ranges from different sheets, working with multiple axes. The CHOOSE Function, what is Data Validation?, Create a Dropdown list in a cell creating dependent drop-down lists, Apply Data validation, create the dependent data validation, test the dependent data data validation, create a drop-down list from a list of numbers, apply data validation, working with sparklines, formatting sparklines, using conditional formatting to create alerts. using to choose from list, creating a list box, why is the INDEX formula so useful?, create a checkbox, rename the checkbox, sharing your work with the outside world, limiting access to specific worksheet ranges, protecting the workbook structure. |                                       |
| 6.7           | <b>MICROSOFT - POWERPOINT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                       |
| 6.7.1         | <b>INTRODUCTION (BEGINNERS)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                       |
| 6.7.1.1       | For learners with no previous knowledge of Office 2013,2016 and 365.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                       |
| 6.7.1.2       | What is PowerPoint? Starting PowerPoint; Create a Blank Presentation; PowerPoint Presentation Window; The Quick Access Bar; The Ribbon; PowerPoint Views; Getting Help; Close a Presentation File; Open an Existing Presentation File; Exit PowerPoint.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                       |
| 6.7.1.3       | Create a New Presentation; Create a New Slide; Choose a Slide Layout; Entering Text in Placeholders; Create a Title Slide; Apply a Slide Design; Create a Bulleted List; Create a Numbered List; Save a Presentation; Printing a Presentation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                       |
| 6.7.1.4       | Working with Text Formatting: Font/Size/colour; Adding Symbols; Using Textboxes; Undo & Redo; Cut/Copy/Paste; Enhancing a Bulleted List; Find & Replace; AutoCorrect Options; Line Spacing; Paragraph Indentation; using Tabs; Spell Check; Change the Case of Text.<br>What is a Chart; Selecting a Chart type; Editing the Datasheet; Working with Cells; Format Numeric Values; Stacked Column Charts; Combination Charts, Pie Charts; Tables.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                       |
| 6.7.1.5       | Drawing Shapes; Moves & Size Shapes; Group/Ungroup Shapes; Align & Distribute Shapes; Stacking Shapes; flip Shapes; Cut/Copy/Paste Shapes; Formatting Shapes; Applying Shape Effects; Changing Outline & Fill Colour of Shapes; Using Format Painter; typing Text in Shapes; Using Call Out Shapes; WordArt; ClipArt & Pictures.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                       |
| 6.7.2         | <b>ADVANCE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                       |
| 6.7.2.1       | Advanced Office Package                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                       |
| 6.7.2.2       | Working with SmartArt; Adding Shapes to SmartArt Graphics; Formatting SmartArt Shapes; Changing the Layout of SmartArt Graphic; SmartArt Styles & Colour schemes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                       |
| 6.7.2.3       | Applying Slide Design; Change the Colour Scheme; Customizing a Colour Scheme; Changing the Background Colour of a Slide; Exploring Master Views; Editing a Bulleted List in the Master Slide; Inserting Pictures in the Master Slide; Editing a specific layout in the Master View; Adding Speaker Notes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                       |

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| SCOPE OF WORK |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Comments/Complies/<br>Does not comply |
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|               | <b>MICROSOFT - POWERPOINT (continuation)</b><br><b>ADVANCE</b><br>6.7.2.4 Slide Sort View; running a Slide Show; Setup a Slide Show; Add Transitions & timings; Add a Transitions & Timings; Ad a Transition Sound; Blackout or Whiteout the Screen. Using Animation Effectively; Use On-Screen Navigation Tools; Create a Hidden Slide; Creating Custom Slide Shows.<br>6.7.2.5 Online View, Promoting & Demoting Text; Keyboard Shortcuts; Move Up & Move Down; Expanding & Collapsing Levels; Create a Summary Slide. Exploring HTML; Creating an Action Button; Change Action Button Settings; Formatting Action Buttons; Hyperlinks – Internal Hyperlinks, Hyperlink to Another Application; Working with Video Clips; Inserting Sounds – from File or CD Soundtrack; Create a Photo Album; Edit a Photo Album; Saving your presentation as a PowerPoint Show; Packing your Presentation for CD; Embedding Fonts; Including Linked Files<br>6.7.3 <b>POWER PIVOTS &amp; POWER QUERIES</b><br>6.7.3.1 For users who are looking for ways to enhance their skills in data analysis, pivoting and reporting areas.<br>6.7.3.2 Thinking like a Database, Understanding Database Terminology, Understanding Relationships between Tables, Introducing and Understanding Power Pivots, Activating the Power Pivot Add-In, Linking Excel Tables to Power Pivot, Preparing Excel Tables, Adding Excel Tables to the Data Model, Creating Relationships between Power Pivot Tables, Managing Existing Relationships, Introducing PivotTables, Creating PivotTables, Refreshing PivotTables, Hiding Subtotals, Understanding Slicers, Creating and Modifying a Standard Slicer, Loading Data from a Relational Databases, Loading Data from Microsoft Access, Loading Data from Flat Files, Loading Data from Text Files, Loading Data from The Clipboard, Loading Data from Other Data Sources, Refreshing and Managing External Data Connections, Manually Refreshing Power Pivot Data, Creating and Naming Tables, Directly Feeding the Internal Data Model, Limitations of Power Pivot driven PivotTables, Adding a New Table to the Internal Data Model, Removing a Table from the Internal Data Model, Creating a New PivotTable using the Internal Data Model, Internal Data Model with Multiple External Data Tables, Enhancing Power Pivot Data with Calculated Columns, Create a Calculated Column, Reference Calculated Columns in other Calculations, Using DAX to create Calculated Columns, Referencing Fields from other Tables, Understanding Calculated Measures/Creating a Calculated Measure, Free your Data with Cube Functions, The Power Query Add-In, Starting the Query, Understanding the Query Steps, Viewing the Advanced Query Editor, Managing Existing Queries, Understanding Column Level Actions, Importing Data from Files, Getting data from Excel Workbooks, From CSV and Text Files, From XML Files, From Folders, Importing Data from Database Systems, ODBC Connections to Non-Standard Databases, Getting Data from other Data Systems, Common Transformation Tasks, Removing Duplicate Records, Filling Blank Fields and Empty Strings, Concatenating Columns, Change the Case of Text, Finding and Replacing Text, Extracting the Left, Right and Middle Values, Splitting Columns using Character Markers, Pivoting and Unpivoting Fields, Creating Custom Columns, Understanding Data Type Conversions, Adding Conditional Logic to Custom Columns, Grouping and Aggregating Data, Making Queries work together, Reusing Query Steps, Understanding the Append Feature, Appending Data, Understanding the Merge Feature, Merging Queries. |                                       |

**WESTERN CAPE GOVERNMENT: HEALTH**  
DIRECTORATE: SUPPLY CHAIN (G & S  
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BID OPENED 11:00

**21 November 2025**

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| SCOPE OF WORK |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Comments/Complies/<br>Does not comply |
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| 6.8           | <b>MICROSOFT – ACCESS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                       |
| 6.8.1         | <b>INTERMEDIATE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                       |
| 6.8.1.1       | For users who need to design an internal database system for their staff. This will ensure that data is captured correctly.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                       |
| 6.8.1.2       | What is Microsoft Access? What is a Database? Database Terminology, Creating a Blank Database, Creating a database using the Database Templates, The Ribbon, Saving, Closing & Opening a Database, Understanding the Database Window, Operating Modes, Object Properties, Creating Tables using the Table Wizard, Creating a Table from Scratch, Understanding Data Types & Formats, Setting the Primary Key, Editing Tables, Working in the Datasheet, Finding Records, Using the Find & Replace, Filter & Sort Tables, Create Attachment Fields, Create Hyperlink Fields, Understanding Field Formats, Editing Field Attributes, Setting Value Limits using Validation Rules, Setting Default Values, Creating Required Fields, Understanding & using Input Masks, Defining Indexes, Creating Lookup (Drop-down) Fields, Understanding & Creating Forms, Creating a Standard Form, Creating a Multiple Items Form, Creating a Split Form, Using the Form Wizard to create Customised Forms, Editing Forms, Changing the Tab Order, Searching & Filtering Data in the Form, Using Calculated Fields in a Form, Understanding & Creating Queries, Creating Queries using the Query Wizard, Viewing Query Results, Creating a Select Query, Sorting Query Results, Use Criteria in a Query to Filter Data, Using Multiple Criteria in a Query to Filter Data, Understanding the AND, OR Filter Criteria, Creating Calculation Queries, Understanding & Creating Action Queries, Create Parameter Queries to Prompt for Filter Criteria, Importing & Exporting Data, Exporting Data to Excel, Importing Data from Excel, Exporting Data to a Text File or to Microsoft Word, Importing Access Objects from other Access Databases, Understanding Database Relationships, Understanding Primary & Foreign Keys, Creating Simple Relationships, Creating Complex Relationships, Understanding Referential Integrity, Viewing Subdatasheets, Creating Reports, Creating Auto Reports, Creating Reports using the Report Wizard, Modifying the Layout of a Report, Adding Subtotals to a Report, Using Calculated Fields, Printing Reports. |                                       |
| 6.8.2         | <b>ADVANCED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                       |
| 6.8.2.1       | For users who needs to expand their knowledge of Relational databases, create advanced queries, split and share data across applications and create customised forms, reports and macros.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                       |
| 6.8.2.2       | Overview of Database Relationships, Understanding Outer & Inner Relationships, Understanding Data Integrity, Creating AutoLookup Queries, Using Calculated Fields, Creating Make Table Queries, Creating Append Queries, Creating Update Queries, Create Complex Parameter Queries, Creating Advanced Forms, Adding Sections, Adding Headers & Footers, Adding Custom Controls, Using Text Boxes, Option Buttons, Check Boxes, List Boxes, Command Buttons, Adding calculated Fields, Creating Advanced Reports, Adding Header & Footer Information, Creating Groups and Subtotals, Adding additional Subtotals, Formatting & Editing Subtotals & Grand Totals, Creating Custom Dialog Boxes, Customizing the Navigation Bar, Customizing the Ribbon, Creating a Customized Switchboard, Using the Switchboard Wizard to Create a Switchboard, Adding Buttons to Switchboards, Creating Multiple Switchboard with Links, Setting the Switchboard to appear at Startup, Customizing the Switchboard, Creating an ACCDE Frontend, Creating Macros, Understanding Macro Actions, Determining when the Macro should play, Editing Macros, Dealing with Macro Errors, Creating a Startup Macro, Sharing Data with Multiple Users, Splitting the database to create a Backend & a Frontend. Changing the Database Start-up Options, Database Password Protection, Compacting & Repairing a Database, compacting a Database, repairing a Damaged Database, Documenting your Database.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                       |

WESTERN CAPE GOVERNMENT: HEALTH  
DIRECTORATE: SUPPLY CHAIN (G & S  
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BID OPENED 11:00

**21 November 2025**

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| SCOPE OF WORK |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Comments/Complies/<br>Does not comply |
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| 6.9           | <b>MICROSOFT – PROJECT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                       |
| 6.9.1         | For users whose goal is to become proficient managers by using Microsoft Project as a tool to create efficient and cost-effective projects for their organisations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                       |
| 6.9.2         | What are Projects?, Assess your Project & Define a Goal, Developing parts of a Project, The Gantt Chart View, The Network Diagram View, Identifying Project Milestones, Opening an existing Project, Saving & Closing a Project, Protect your Project with a Password, Using the different Project Views, Splitting the Screen, Creating New Projects, Setting the Start or Finish Dates, Setting up Project Calendars, Working with Organizer, Entering Tasks in the Gantt Chart, Entering & Estimating Task Durations, Entering Milestones, Creating Task Links, Setting Task Deadlines & Constraints, Understanding & Creating Summary Tasks, Outlining a Task List, Indenting & Outdenting Tasks, Collapsing & Expanding Outlines, Understanding Task Relationships, Type of Relationships, Change the Relationship type, Understanding Lag & Lead Times, How to enter Lag & Lead times, Understanding Resources & Costs, Setting-up the Resource Pool, Setting up Work & Material Resources, Understanding Resource Calendars, Working with Inflation, Sorting Resources, Establishing a Scheduling Method, Reviewing the Essential Components of Resource Assignments, Assigning Resources to Tasks, Adding additional Resources, Understanding Effort Driven, Entering Overtime Work, Understanding the Resource Allocation View, Identifying Resource Overallocations, Working with the Resource Usage View, Setting the Baseline Plan, Viewing the Baseline, Create Resource Templates, Filtering Resources & Tasks, Creating Custom Filters, Enter Filter Criteria, Tracking Actual Performance & Cost, Using the Tracking Gantt, Using the Task Form for Tracking, Analysing Progress, Identifying the Critical Path, Working with Reports, Changing the Page Setup, Using Print Preview, Printing, Working with Multiple Projects, Working with Subprojects, Creating Links between two Projects, Sharing Resources across different Projects, Un-sharing Resources. |                                       |
| 6.10          | <b>MICROSOFT – TEAMS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                       |
| 6.10.1        | To provide users with the required skills and knowledge to manage team communication, collaboration and compliance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                       |
| 6.10.2        | Lab : Manage roles and create teams, Prepare team roles and licenses, Create new team, Implement Governance and Lifecycle Management for Microsoft Teams, Implementing Security for Microsoft Teams, Implementing Compliance for Microsoft Teams, Lab : Configure Security and Compliance for teams and content, Implement Governance and Lifecycle Management for Microsoft Teams, Implementing security for Microsoft Teams, Implementing compliance for Microsoft Teams, Upgrade from Skype for Business to Microsoft Teams, Plan and configure network settings for Microsoft Teams, Deploy and Manage Microsoft Teams endpoints, Lab : Environment preparation for Teams, Calculate networking capabilities, Evaluate configuration profiles, Provide team resources, Create and manage teams, Manage membership, Manage access for external users, Lab : Manage teams, Manage team resources, Manage sharing and access, Manage chat and collaboration experiences, Manage settings for Teams apps, Lab : Modify collaboration settings for Teams, Configure channel and message policies, Manage app settings for team, Manage Live event and meetings experiences, Manage phone numbers, Manage Phone System for Microsoft Teams, Troubleshoot audio, video, and client issues, Lab : Modify communication settings for Teams, Configure meeting policies, Manage Phone System <b>for Microsoft Teams, Troubleshooting audio, video and client issues</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                       |
| 6.11          | <b>SHARE POINT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                       |
| 6.11.1        | For users who wants to be a successful SharePoint administrator.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                       |

WESTERN CAPE GOVERNMENT: HEALTH  
DIRECTORATE: SUPPLY CHAIN (G & S  
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**21 November 2025**

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| SCOPE OF WORK |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Comments/Complies/<br>Does not comply |
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| 6.11          | <b>SHARE POINT (continuation)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                       |
| 6.11.2        | Introduction to Office 365 Administration Centre, Configure Reporting, Accessing SharePoint Management Tools, Security, and Compliance, Managing Office 365 and SharePoint Online with PowerShell, Comparing On-Premises SharePoint with SharePoint Online, User identity in Office 365 and SharePoint Online, Managing User Domains and Building Hybrid Scenarios, OneDrive and Sites Redirection, Yammer Redirection, Understand Hybrid Search, Hybrid Business Data Connectivity and Hybrid Taxonomy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                       |
| 6.12.1        | <b>MICROSOFT – POWER BI</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                       |
| 6.12.1.1      | For users that have a desire to work effectively with data to create visually appealing reports or dashboards.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                       |
| 6.12.2        | What is Power BI?, The Power BI service, Power BI Report Server, Power BI Desktop, Reports and Dashboards, Datasets, Row-Level Security, Content Packs, Natural Language Queries, Connecting to Files, Importing Excel Files, Publishing to Power BI from Excel, Updating Files in Power BI, Data Refresh, The Power BI Data Model, Managing Data Relationships, Optimising the Model for Reporting, Hierarchies, SQL Servers, Other Data Sources, R Script Data Connector, Configuring Data for Q&A, Creating Content Packs, Creating a Group, The Query Editor, Applied Steps, Advanced Editor, Shaping Data, Formatting Data, Transforming Data, Combining Data, Merging Data, What are the Relationships?, Viewing Relationships, Creating Relationships, Cardinality, Cross Filter Direction, What is DAX?, Syntax, Functions, Context, Calculated Columns, Calculated Tables, Measures, Power BI Reports: Page Layout and Formatting, Multiple Visualisations, Creating Charts, Using Geographic Data, Histograms, Power BI Admin Portal, Service Settings, Desktop Settings, Dashboard and Report Settings. |                                       |
| 6.12.2        | <b>MICROSOFT POWER AUTOMATE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                       |
| 6.12.2.1      | For users to create flowcharts, process diagrams and org charts used as a visual aid.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                       |
| 6.12.2.2      | Understanding Layers, Creating, Removing, and Renaming Layers, Setting Layer Properties, Controlling Shape Placement, Setting a Drawing Scale, Working with Building Plan Layouts, Working with Area Measurements, Create Work Flow Diagrams, Create Fishbone (Cause and Effect) Diagrams, Use Calendars, Gantt and PERT Charts, Create Easy-to-Read Maps and Route Directions, Diagramming and Data Overview, Creating Custom Properties, Generating Property Reports, Importing and Exporting Data, Database Wizard, Creating New Shapes, Revising Existing Shapes, Locking and Protecting Shapes, Creating Custom Stencils, Adding Shapes to the Stencil, Saving the Stencil.                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                       |
| 6.13          | <b>MICROSOFT VISIO</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                       |
| 6.13.1        | For users to create flowcharts, process diagrams and org charts used as a visual aid.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                       |
| 6.13.2        | Understanding Layers, Creating, Removing, and Renaming Layers, Setting Layer Properties, Controlling Shape Placement, Setting a Drawing Scale, Working with Building Plan Layouts, Working with Area Measurements, Create Work Flow Diagrams, Create Fishbone (Cause and Effect) Diagrams, Use Calendars, Gantt and PERT Charts, Create Easy-to-Read Maps and Route Directions, Diagramming and Data Overview, Creating Custom Properties, Generating Property Reports, Importing and Exporting Data, Database Wizard, Creating New Shapes, Revising Existing Shapes, Locking and Protecting Shapes, Creating Custom Stencils, Adding Shapes to the Stencil, Saving the Stencil.                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                       |
| 6.14          | <b>MICROSOFT ONE NOTE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                       |
| 6.14.1        | or users who is interested in learning and wants to implement an effective management system in their organisation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                       |

| SCOPE OF WORK |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Comments/Complies/<br>Does not comply     |    |
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| 6.14          | <b>MICROSOFT ONE NOTE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                           |    |
| 6.14.2        | Introduction to OneNote, Understanding the OneNote Layout, The OneNote Environment, OneNote Help, Creating a New Notebook, Creating a New Section, Creating a New Page, Creating a New Subpage, Adding Content, Using the Send to OneNote Tool, New Quick Note, Inserting Page Templates, Setting a Default Template, Creating a Custom Page Template, Customise a Page Template, Linking and Embedding Files, Using Web Links, Adding Audio and Video Files, OneNote with Outlook Meetings and Tasks, Formatting Notebook Pages, Using Tags, Searching Notebooks, Exporting Notebooks, Sending Notebooks, Printing Notebooks, Sharing Notebooks, OneNote Recycle Bin, Deleting OneNote Items, Notebook Backups, Working with Drawing Tools.                                                                                                                                                                                                     |                                           |    |
| 6.14.3        | The bidder must conduct Pre and Post evaluation of course participants and submit the report to the Department on completion of the programme.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                           |    |
| 7.1           | <b>SECTION 7 - ACCREDITATION</b><br>The service provider will ensure that learners who have complied to all unit standards and are assessed as competent will receive competency certificates.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                           |    |
| 9.1           | <b>SECTION 8 – VENUE</b><br>The service provider will provide the venue in cases where the Department cannot provide, and the Department of Health and Wellness and Wellness will provide the venue when available. Training providers will be required to supply their own stationery and audio-visual equipment (if applicable).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                           |    |
| 10.1          | <b>SECTION 9 – REPORTING</b><br>Summary of evaluation forms must be submitted as a feedback after each training session. The service provider will notify the Western Cape Government (WCG) Health in writing within 15 business days of any event that might affect the completion of the training.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                           |    |
|               | <b>SECTION 10 - EVALUATION CRITERIA</b><br>(i) Phase 1: Compliance with compulsory Central Supplier Databases registration and completion of the bid document. All bidders who comply with Phase 1 will proceed to phase 2.<br>(ii) Phase 2: Compliance with evaluation criteria, as outlined below. All bidders who comply with Phase 2 will proceed to phase 3.<br>(iii) Phase 3: Application of points for price and BEE status in accordance with the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2022, to determine the highest total points scored by a bidder<br><br>Please complete the documentary proof summary sheet below as evidence of your ability to confirm your compliance with the evaluation criteria on the previous page. All of the below mention must be valid at the time of bid closing. Proof of application for registration and similar will not be accepted. |                                           |    |
| No            | Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proof attached<br>(tick where applicable) |    |
| 1             | Service provider must indicate and substantiate their 5-year proven track record and experience in delivering on similar training.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Yes                                       | No |
| 2             | The service provider must provide written and signed details of clients to which it has delivered similar interventions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Yes                                       | No |
| 3             | The service provider must engage qualified and capable presenters/facilitators, to provide and attach CV's and qualifications and must be certified.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Yes                                       | No |
| 4             | Presenters/facilitators must be proficient in at least two (2) medium of instructions: English and Xhosa, English and Afrikaans.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Yes                                       | No |

WESTERN CAPE GOVERNMENT: HEALTH  
DIRECTORATE: SUPPLY CHAIN (G & S SOURCING)  
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| SECTION 10 - EVALUATION CRITERIA (continuation) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |     | Proof attached<br>(tick where applicable) |  |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------------------------------------------|--|
| No                                              | Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |     |                                           |  |
| 5                                               | Presenters /Facilitators must be knowledgeable and have 5 years' experience in the training field.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Yes | No                                        |  |
| 6                                               | Supporting documents to be attached to bid ie<br>(i) Course outline as stated in the bid document<br>(ii) Training manual<br>(iii) Detailed, structured quotation                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Yes | No                                        |  |
| 7                                               | C.V. 's of key personnel who will present the course                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Yes | No                                        |  |
| 8                                               | Copy of proof of provider accreditation by relevant SETA / ETQA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Yes | No                                        |  |
| 9                                               | Must have the capacity and resources to present a training course of a high standard.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Yes | No                                        |  |
| 11.1                                            | <b>SECTION 11 – OBLIGATION OF THE TRAINING PROVIDER</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |     |                                           |  |
| 11.2                                            | Competency assessment must be completed prior to the training session.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |     |                                           |  |
| 11.3                                            | The duration of the training must not exceed on day.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |     |                                           |  |
| 11.4                                            | Certificates must be issued on completion of training.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |     |                                           |  |
| 11.5                                            | Service provider must provide all necessary training materials and equipment for the successful completion of the training                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |     |                                           |  |
| 11.6                                            | Service provider must provide own training equipment such as laptops/computers to provide training in the proximity of the district offices.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |     |                                           |  |
| 11.7                                            | Training venue must be in the Cape Town metro area/proximity of District/Head Office, Cape Town CBD, TBH, GSH, KBH, Rural Areas, Overberg District, Garden Route & Central Karoo District, Westcoast District and Cape Winelands.                                                                                                                                                                                                                                                                                                                                                                                                 |     |                                           |  |
| 11.8                                            | Service provider must provide the training venue.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |     |                                           |  |
| 11.9                                            | The training provider must be accredited with the relevant ETQA for the course in question.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |     |                                           |  |
| 11.10                                           | The Department requires a structure plan on how many co-ordinators will be presenting the various roles such as branch manager, accounts manager, account liaison and administrators for reporting purposes and certification.                                                                                                                                                                                                                                                                                                                                                                                                    |     |                                           |  |
| 12.1                                            | <b>SECTION 12- PRICING AND PAYMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |     |                                           |  |
| 12.2                                            | Bidders must quote the price per trainee per day inclusive of vat for the duration of the training. A complete breakdown of the total cost must be clearly stated. Bid price quoted must include the cost for course and any other additional expenditure e.g. transport, etc                                                                                                                                                                                                                                                                                                                                                     |     |                                           |  |
| 12.3                                            | Bids at firm percentages for the duration of the contract may receive preference over bids of which percentages are not firm.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |     |                                           |  |
| 12.4                                            | Different percentage structures for various periods during the contract period, which are subject to fluctuation, will not be considered. Bidders wishing to make provision for cost variations during the contract period should bid fixed percentages for various periods, i.e. three tier /year 1, 2 and 3.                                                                                                                                                                                                                                                                                                                    |     |                                           |  |
| 12.5                                            | No adjustments will be considered, however, before 3 months of the contract period have expired, and after those adjustments will be considered at the utmost three monthly.                                                                                                                                                                                                                                                                                                                                                                                                                                                      |     |                                           |  |
| 12.6                                            | In the interest of security and expeditious payment, it is the policy of the Department to effect payments by electronic funds transfer (EFT) into a supplier's South African bank account as far as possible. If a successful bidder is not yet a regular participant in Departmental contracts and has not been registered already, the service-provider will be required to furnish the Department with its banking details for the systems in operation (Logis, BAS, Syspro) to be registered. Successful bidders must ensure, therefore, that their banking details are provided to institutions on request where necessary. |     |                                           |  |

| SCOPE OF WORK |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Comments/Complies/<br>Does not comply |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| 12.6          | <p><b>SECTION 12- PRICING AND PAYMENT</b></p> <p>On receipt of the invoice by the Department in accordance with the agreed procedure, the relevant officials will verify its correctness. If the invoice is correct, the amount due will be payable within 30 calendar days from date of receipt of invoice, subject to any penalty deductions by the Department. If the Department identifies any discrepancies, or if penalties are not reflected correctly or at all, the invoice will be returned to the supplier and the amount due will be payable within thirty calendar days from receipt of the corrected invoice. If a service-provider disputes a penalty amount, the Department will have the right to set-off the penalty amount against any amount/invoice payable to the supplier.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                       |
| 13.1          | <p><b>SECTION 13 - NEGOTIATIONS</b></p> <p>The Department reserves the right to enter into negotiations with bidders (before the contract is concluded). The Department reserve the right to terminate negotiations with preferred bidder provided that such negotiation: does not allow any preferred bidder a second or unfair opportunity is not to the detriment of any other bidder; and does not lead to a higher price than the bid as submitted.</p> <p>If the negotiations fail to result be unacceptable, the Department may terminate the negotiations and invite the next ranked bidder(s) for negotiations. The original preferred bidder(s) should be informed of the reasons for termination of the negotiations. Once negotiations have been terminated, they may not be re-opened.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                       |
| 14.1          | <p><b>SECTION 14-PERFORMANCE MONITORING</b></p> <p>Constant performance monitoring will be conducted to ensure that Contractors meet their contractual obligations and that contracts run with as little disruption as possible. Regular meetings with Contractors will be performed to discuss contract issues. Regular site inspections take place regularly to ensure that the service is being rendered according to the contract. On a quarterly basis the successful supplier will have to provide Supply Chain Sourcing three (3) monthly invoices for auditing purposes</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                       |
| 15.1          | <p><b>SECTION 15 - General</b></p> <p>Receipt of the invitation to bid does not confer any right on any party in respect of the services or in respect of, or against, the Department of Health and Wellness and Wellness. The Western Cape Department of Health and Wellness and Wellness reserves the right, in its sole discretion:</p> <ul style="list-style-type: none"> <li>(i) To amend the bid process, closing date or any other date at its sole discretion,</li> <li>(ii) To cancel the bid or any part of the bid before the bid has been awarded,</li> <li>(iii) Not to accept the lowest or any other bid and to accept the bid which it deems shall be in the best interest of the Department,</li> <li>(iv) Not to award the bid to the highest points or lowest price,</li> <li>(v) To reject all responses submitted and to embark on a new bid process,</li> <li>(vi) To withdraw any services from the bid process,</li> <li>(vii) To terminate any party's participation in the bid process</li> <li>(viii) or to accept or reject any response to this invitation to bid on notice to the bidders without liability to any party;</li> <li>(ix) To extend or expand the contract on written request from the Department.</li> </ul> |                                       |
| 15.2          | <p>Accordingly, parties have no rights, expressed or implied, with respect to any of the services as a result of their participation in the bid process,</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                       |

WESTERN CAPE GOVERNMENT: HEALTH  
DIRECTORATE: SUPPLY CHAIN (G & S  
SOURCING)  
BID OPENED 11:00

**21 November 2025**

1).....  
SIGNED

2).....  
SIGNED

## SPECIAL CONDITIONS OF BID

These Special Conditions of Contract are applicable to this bid by the Western Cape Government. Should there be a conflict between the provisions of these Special Conditions of Contract and those of the General Conditions of Contract, the provisions of these Special Conditions of Contract shall prevail.

### 1. APPLICATION

- 1.1 These Special Conditions of Contract ("SCC") are applicable to this bid invited and to be awarded by the Western Cape Government ("WCG").
- 1.2 By submitting a bid in response to the bid invitation from the WCG, a bidder accepts and agrees to these SCC, as well as the provisions of the General Conditions of Contract for Government Procurement as issued by National Treasury ("GCC"), unless specified otherwise in writing.

### 2. SPECIFIC EXCLUSIONS

The following clauses of the GCC are specifically excluded and shall not form part of the contract to be awarded and concluded with the WCG:

- 2.1 Subcontracts – clause 20;
- 2.2 Penalties – clause 22;
- 2.3 Settlement of Disputes – clause 27; and
- 2.4 Limitation of liability – clause 28.

### 3. REPLACEMENT CLAUSES

- 3.1 *Clause 20 of the GCC is substituted with the following:*

#### **Subcontracts and assignment**

- 3.1.1 The Service-provider may not assign, cede, delegate or transfer any of its rights or obligations without the WCG's prior written consent and subject to the relevant WCG procurement prescripts.
- 3.1.2 The Supplier may only sub-contract with the prior written consent of the WCG and subject to the provisions of the Preferential Procurement Policy Framework Regulations, 2011 and other relevant WCG procurement prescripts.

- 3.2 *Clauses 22 and 28 of the GCC are substituted with the following:*

#### **Penalties and Damages**

- 3.2.1 The WCG may, in respect of every breach, impose penalties in terms of clause 22 of the GCC (or such other penalties as may be agreed upon), or claim damages *in lieu* of a penalty.
- 3.2.2 The WCG's decision to impose a penalty, or claim damages *in lieu* of a penalty, shall not prevent it from exercising any other rights it may have in law, including, but not limited to, the right to claim specific performance.
- 3.2.3 In the event of cancellation of the contract due to breach, the non-defaulting Party shall be entitled to recover all damages which may be suffered as a result of such breach, or from any liability which the non-defaulting Party may directly or indirectly incur as a result of such breach.

- 3.3 *Clause 27 of the GCC substituted with the following:*

#### **Settlement of Disputes**

- 3.3.1 Should a dispute arise between the parties concerning this contract, the parties shall attempt to resolve the dispute by negotiation. As such the aggrieved party must invite the other party in writing to a meeting within 7 (seven) calendar days to endeavour to resolve the dispute as soon as possible.
- 3.3.2 If the dispute is not resolved by such negotiation, the parties will, upon agreement, refer the dispute to mediation and/or arbitration to be conducted as set out further on. If agreement cannot be reached on whether to refer the dispute to mediation or arbitration, or if better suited, a party may institute legal proceedings in a court of competent jurisdiction to resolve the dispute.

WESTERN CAPE GOVERNMENT: HEALTH  
DIRECTORATE: SUPPLY CHAIN (G & S  
SOURCING)  
BID OPENED 11:00

**21 November 2025**

1)..... 2).....  
SIGNED SIGNED

## SPECIAL CONDITIONS OF BID (CONTINUED)

### 3. REPLACEMENT CLAUSES Settlement of Disputes

- 3.3.3 No referral of any dispute for a resolution process will relieve any party from any liability for the due and punctual performance of its responsibilities under the contract.
- 3.3.4 Notwithstanding anything other provisions a party shall be precluded from obtaining interim, interdictory or similar relief from a court of competent jurisdiction.

### 4. PAYMENT

- 4.1 The WCG will pay the service-provider for the services rendered or goods provided.
- 4.2 Notwithstanding the WCG's right to impose penalties, the WCG may also withhold payment in respect of services not rendered or goods not supplied in accordance with the contract with the supplier.

### 5. INDEMNITY

The service-provider indemnifies the WCG against all and any claims which may arise, directly or indirectly, from the rendering of the services or supply of the goods by the supplier and where such claim was caused by the negligence, violation of law or breach of any contractually agreed terms or conditions by the service-provider, its employees, agents or representatives.

### 6. CONFIDENTIALITY AND DISCLOSURE

- 6.1 The supplier must treat all information and records furnished to it by the WCG, or arising from the execution of the contract, as confidential. The service-provider will not disclose this information to a third party without the WCG's prior written consent.
- 6.2 The WCG may only disclose records of the supplier, including the service-provider's bid response, to a third party in accordance with the provisions of the Promotion of Access to Information Act 2 of 2000.
- 6.3 The supplier will not, without the prior written consent of the WCG, cause any public statement to be made relating to the contract with the WCG.
- 6.4 This clause and its sub-clauses will survive termination of the contract between the parties unless otherwise agreed in writing.

### 7. BREACH

- 7.1 If a party commits a breach of any of the provisions of the contract the other party may notify the defaulting party of such breach by giving written notice, setting out the breach, and requesting the defaulting party to remedy the breach within, at least, seven calendar days.
- 7.2 In the event that the defaulting party fails to remedy a material breach to the satisfaction of the non-defaulting party, after notice was given in terms of clause 7.1 above, the non-defaulting party may, notwithstanding any other provision of the contract, or rights which the non-defaulting party may have in law, cancel the contract.
- 7.3 A repeated non-material breach of any of the terms and conditions of the contract, and of which notice was given in terms of clause 7.1 above, may also constitute a material breach. In such event the provisions of clause 7.2 above will apply *mutatis mutandis*.
- 7.4 Notwithstanding any other provision of the contract between the parties, the WCG may suspend the contract, or part thereof, without payment, with reasonable written notice to the service-provider, when there is an imminent and serious public safety or environmental risk caused by the rendering of the services.

WESTERN CAPE GOVERNMENT: HEALTH  
DIRECTORATE: SUPPLY CHAIN (G & S  
SOURCING)  
BID OPENED 11:00

**21 November 2025**

1).....  
SIGNED

2).....  
SIGNED

## SPECIAL CONDITIONS OF BID

These Special Conditions of Contract are applicable to this bid by the Western Cape Government. Should there be a conflict between the provisions of these Special Conditions of Contract and those of the General Conditions of Contract, the provisions of these Special Conditions of Contract shall prevail.

### 8. WAIVER

- 8.1 No waiver of any of the terms and conditions of the contract will be binding unless agreed to in writing by the party waiving the right, and any such waiver will be limited to the specific instance and for the purpose given.
- 8.2 No failure or delay by either party in exercising any right, power or privilege precludes any other, or further, exercising thereof or the exercising of any other right, power or privilege.
- 8.3 No indulgence, leniency or extension of time which a party ("the Grantor") may grant or show the other party, will in any way prejudice the Grantor or preclude the Grantor from exercising any of its rights in terms of the contract

## DISPUTE RESOLUTION PROCESSES

### MEDIATION

1. Any dispute arising out of or in connection with this contract may be referred by the parties, without legal representation, to a mediator.
2. The dispute shall be heard by the mediator at a place and time to be determined by him or her in consultation with the parties.
3. The mediator shall be selected by agreement between the parties.
4. If agreement cannot be reached upon a particular mediator within five calendar days after the parties have agreed to refer the matter to mediation, then the President for the time being of the Law Society of the Cape of Good Hope shall nominate the mediator within ten calendar days after the parties have failed to agree.
5. The mediator shall at his or her sole discretion determine whether the reference to him or her shall be made in the form of written or verbal representations, provided that in making this determination he or she shall consult with the parties and may be guided by their common reasonable desire of the form in which the said representations are to be made.
6. The parties shall have fourteen calendar days within which to finalise their representations. The mediator shall within fourteen calendar days of the receipt of the representations express in writing an opinion on the matter and furnish the parties each with a copy thereof by hand or by registered post.
7. The opinion so expressed by the mediator shall be final and binding upon the parties unless a party is unwilling to accept the opinion expressed by the mediator. In such event, the aggrieved party may institute legal proceedings in a court of competent jurisdiction, unless the parties agree to refer the dispute to arbitration. The expressed opinion of the mediator shall not prejudice the rights of either party in any manner whatsoever in the event of legal proceedings or arbitration, as the case may be.
8. The cost of mediation shall be determined by the mediator.
9. Liability for such cost shall be apportioned by the mediator and shall be due and payable to the mediator on presentation of his or her written account.

### ARBITRATION

1. The Parties may agree to refer any dispute arising out of or in connection with this contract, to arbitration.
2. Arbitration shall be held in Cape Town in accordance with the provisions of the Arbitration Act, No. 42 of 1965, it being intended that, if possible, it shall be held and concluded within fourteen calendar days.
3. Save as otherwise specifically provided herein, the arbitrator shall be if the matter in dispute is:
  - (a) primarily a legal matter, a practising senior advocate of the Cape Bar;
  - (b) any other matter, an independent and suitably qualified person as may be agreed upon between the parties to the dispute.

WESTERN CAPE GOVERNMENT: HEALTH  
DIRECTORATE: SUPPLY CHAIN (G & S  
SOURCING)  
BID OPENED 11:00

21 November 2025

1).....  
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4. If agreement cannot be reached on whether the question in dispute falls under 3(a) or 3(b) above and/or upon a particular arbitrator within seven calendar days after the parties have agreed to refer the dispute to arbitration, then the Chairperson for the time being of the Cape Bar Council shall:
  - (a) determine whether the question in dispute falls under 3(a) or 3(b); and/or
  - (b) within seven calendar days after the parties have failed to agree, appoint an arbitrator from two arbitrators nominated by each party.
5. The arbitrator shall give his or her decision within fourteen calendar days after the completion of the arbitration. The arbitrator may determine that the costs of the arbitration be paid either by one or both parties and at such ratio as deemed appropriate by the arbitrator.
6. The decision of the arbitrator shall be final and binding and may be made an order of the Western Cape High Court, Cape Town, upon application by either party.

**WESTERN CAPE GOVERNMENT: HEALTH**  
DIRECTORATE: SUPPLY CHAIN (G & S  
SOURCING)  
BID OPENED 11:00

**21 November 2025**

1).....  
SIGNED

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SIGNED

## PRICING SCHEDULE (TRAINING)

FOR THE PROVISION OF MICROSOFT TRAINING TO EMPLOYEES TO ALL INSTITUTIONS UNDER THE CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD.

|                                           |                                                             |
|-------------------------------------------|-------------------------------------------------------------|
| NAME OF BIDDER: .....                     | BID NUMBER: WCGHSC0323/2025                                 |
| CLOSING DATE: 21 November 2025 at 11h00am | OFFERS TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID |

| ITEM  | QUANTITY | DESCRIPTION OF ITEM                                                                                                                                                                                           | BID PRICE IN SA CURRENCY INCL. VAT |                            |                            |
|-------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|----------------------------|----------------------------|
|       |          |                                                                                                                                                                                                               | Year 1 Price<br>Per Person         | Year 2 Price<br>Per Person | Year 3 Price<br>Per Person |
| 1.    | 250      | Microsoft Office suite training                                                                                                                                                                               |                                    |                            |                            |
| 1.1   |          | Keyboard Skills                                                                                                                                                                                               |                                    |                            |                            |
| 1.1.1 |          | Metro Area - Virtual                                                                                                                                                                                          | R.....                             | R.....                     | R.....                     |
| 1.1.2 |          | Metro Area – In person                                                                                                                                                                                        | R.....                             | R.....                     | R.....                     |
| 1.1.3 |          | Rural Area – Virtual                                                                                                                                                                                          | R.....                             | R.....                     | R.....                     |
| 1.1.4 |          | Rural Area – In person                                                                                                                                                                                        | R.....                             | R.....                     | R.....                     |
| 1.2   |          | Introduction to PC's & Basic MS Office application                                                                                                                                                            |                                    |                            |                            |
| 1.2.1 |          | Metro Area - Virtual                                                                                                                                                                                          | R.....                             | R.....                     | R.....                     |
| 1.2.2 |          | Metro Area – In person                                                                                                                                                                                        | R.....                             | R.....                     | R.....                     |
| 1.2.3 |          | Rural Area – Virtual                                                                                                                                                                                          | R.....                             | R.....                     | R.....                     |
| 1.2.4 |          | Rural Area – In person                                                                                                                                                                                        | R.....                             | R.....                     | R.....                     |
| 1.3   |          | Windows Basic & Internet Introduction                                                                                                                                                                         |                                    |                            |                            |
| 1.3.1 |          | Metro Area - Virtual                                                                                                                                                                                          | R.....                             | R.....                     | R.....                     |
| 1.3.2 |          | Metro Area – In person                                                                                                                                                                                        | R.....                             | R.....                     | R.....                     |
| 1.3.3 |          | Rural Area – Virtual                                                                                                                                                                                          | R.....                             | R.....                     | R.....                     |
| 1.3.4 |          | Rural Area – In person                                                                                                                                                                                        | R.....                             | R.....                     | R.....                     |
|       |          | <b>Must comply with the following:<br/>Original certificate or valid certified copy of accreditation certificate to train Microsoft Office packages must be included in your bid documents by bid closing</b> |                                    |                            |                            |

WESTERN CAPE GOVERNMENT: HEALTH  
DIRECTORATE: SUPPLY CHAIN (G & S  
SOURCING)  
BID OPENED 11:00

21 November 2025

1)..... 2).....  
SIGNED SIGNED

**IMPORTANT NOTES:** The questionnaire below must be completed in full by replying to each and every question.

- A. Period required for commencement of contract after acceptance of bid .....
- B. Is offer strictly to specification? .....
- C. If not, indicate deviations on attached specification or separate sheet? .....
- D. Are you registered in terms of sections 23(1) or 23(3) of the Value-Added Tax Act, 1991  
(Act No. 89 of 1991) **YES /NO**
- E. If so, state your VAT registration number .....
- F. Are the prices quoted for the service firm for the full contract period? .....

**PRICING SCHEDULE (TRAINING)**

**FOR THE PROVISION OF MICROSOFT TRAINING TO EMPLOYEES TO ALL INSTITUTIONS UNDER THE CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD.**

**NAME OF BIDDER:** .....

**BID NUMBER:** WCGHSC0323/2025

**CLOSING DATE:** 21 November 2025 at 11h00am

**OFFERS TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID**

| ITEM       | QUANTITY   | DESCRIPTION OF ITEM                                                                                                                                                                                                           | BID PRICE IN SA CURRENCY INCL. VAT                                                                                                                                                                                                                                                                            |                            |                            |
|------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------------------------|
|            |            |                                                                                                                                                                                                                               | Year 1 Price<br>Per Person                                                                                                                                                                                                                                                                                    | Year 2 Price<br>Per Person | Year 3 Price<br>Per Person |
| <b>2.</b>  | <b>250</b> | <b>Microsoft Office Word</b>                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                               |                            |                            |
| <b>2.1</b> |            | <b>Beginners</b>                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                               |                            |                            |
| 2.1.1      |            | Metro Area - Virtual                                                                                                                                                                                                          | R.....                                                                                                                                                                                                                                                                                                        | R.....                     | R.....                     |
| 2.1.2      |            | Metro Area – In person                                                                                                                                                                                                        | R.....                                                                                                                                                                                                                                                                                                        | R.....                     | R.....                     |
| 2.1.3      |            | Rural Area – Virtual                                                                                                                                                                                                          | R.....                                                                                                                                                                                                                                                                                                        | R.....                     | R.....                     |
| 2.1.4      |            | Rural Area – In person                                                                                                                                                                                                        | R.....                                                                                                                                                                                                                                                                                                        | R.....                     | R.....                     |
| <b>2.2</b> |            | <b>Intermediate</b>                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                               |                            |                            |
| 2.2.1      |            | Metro Area - Virtual                                                                                                                                                                                                          | R.....                                                                                                                                                                                                                                                                                                        | R.....                     | R.....                     |
| 2.2.2      |            | Metro Area – In person                                                                                                                                                                                                        | R.....                                                                                                                                                                                                                                                                                                        | R.....                     | R.....                     |
| 2.2.3      |            | Rural Area – Virtual                                                                                                                                                                                                          | R.....                                                                                                                                                                                                                                                                                                        | R.....                     | R.....                     |
| 2.2.4      |            | Rural Area – In person                                                                                                                                                                                                        | R.....                                                                                                                                                                                                                                                                                                        | R.....                     | R.....                     |
| <b>2.3</b> |            | <b>Advance</b>                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                               |                            |                            |
| 2.3.1      |            | Metro Area - Virtual                                                                                                                                                                                                          | R.....                                                                                                                                                                                                                                                                                                        | R.....                     | R.....                     |
| 2.3.2      |            | Metro Area – In person                                                                                                                                                                                                        | R.....                                                                                                                                                                                                                                                                                                        | R.....                     | R.....                     |
| 2.3.3      |            | Rural Area – Virtual                                                                                                                                                                                                          | R.....                                                                                                                                                                                                                                                                                                        | R.....                     | R.....                     |
| 2.3.4      |            | Rural Area – In person                                                                                                                                                                                                        | R.....                                                                                                                                                                                                                                                                                                        | R.....                     | R.....                     |
|            |            | <b>Must comply with the following:<br/>Original certificate or valid certified<br/>copy of accreditation certificate to<br/>train Microsoft Office packages must<br/>be included in your bid documents by<br/>bid closing</b> | <div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>WESTERN CAPE GOVERNMENT: HEALTH<br/>DIRECTORATE: SUPPLY CHAIN (G &amp; S<br/>SOURCING)<br/>BID OPENED 11:00</b><br/><br/> <b>21 November 2025</b><br/><br/>           1)..... 2).....<br/>           SIGNED SIGNED         </div> |                            |                            |

**IMPORTANT NOTES: The questionnaire below must be completed in full by replying to each and every question.**

- A. Period required for commencement of contract after acceptance of bid .....
- B. Is offer strictly to specification? .....
- C. If not, indicate deviations on attached specification or separate sheet? .....
- D. Are you registered in terms of sections 23(1) or 23(3) of the Value-Added Tax Act, 1991  
(Act No. 89 of 1991) **YES /NO**
- E. If so, state your VAT registration number .....
- F. Are the prices quoted for the service firm for the full contract period? .....

21 November 2025

1)..... 2).....  
SIGNED SIGNED

WCGHSC0323/2025  
WCBD 3.2

# PRICING SCHEDULE (TRAINING)

FOR THE PROVISION OF MICROSOFT TRAINING TO EMPLOYEES TO ALL INSTITUTIONS UNDER THE CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD.

NAME OF BIDDER: .....

BID NUMBER: WCGHSC0323/2025

CLOSING DATE:21 November 2025 at 11h00am

OFFERS TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID

| ITEM       | QUANTITY   | DESCRIPTION OF ITEM            | BID PRICE IN SA CURRENCY INCL. VAT |                            |                            |
|------------|------------|--------------------------------|------------------------------------|----------------------------|----------------------------|
|            |            |                                | Year 1 Price<br>Per Person         | Year 2 Price<br>Per Person | Year 3 Price<br>Per Person |
| <b>3.</b>  | <b>250</b> | <b>Microsoft Office Excel</b>  |                                    |                            |                            |
| <b>3.1</b> |            | <b>Beginners</b>               |                                    |                            |                            |
| 3.1.1      |            | Metro Area - Virtual           | R.....                             | R.....                     | R.....                     |
| 3.1.2      |            | Metro Area – In person         | R.....                             | R.....                     | R.....                     |
| 3.1.3      |            | Rural Area – Virtual           | R.....                             | R.....                     | R.....                     |
| 3.1.4      |            | Rural Area – In person         | R.....                             | R.....                     | R.....                     |
| <b>3.2</b> |            | <b>Intermediate</b>            |                                    |                            |                            |
| 3.2.1      |            | Metro Area - Virtual           | R.....                             | R.....                     | R.....                     |
| 3.2.2      |            | Metro Area – In person         | R.....                             | R.....                     | R.....                     |
| 3.2.3      |            | Rural Area – Virtual           | R.....                             | R.....                     | R.....                     |
| 3.2.4      |            | Rural Area – In person         | R.....                             | R.....                     | R.....                     |
| <b>3.3</b> |            | <b>Advance Competencies</b>    |                                    |                            |                            |
| 3.3.1      |            | Metro Area - Virtual           | R.....                             | R.....                     | R.....                     |
| 3.3.2      |            | Metro Area – In person         | R.....                             | R.....                     | R.....                     |
| 3.3.3      |            | Rural Area – Virtual           | R.....                             | R.....                     | R.....                     |
| 3.3.4      |            | Rural Area – In person         | R.....                             | R.....                     | R.....                     |
| <b>3.4</b> |            | <b>Super User (Expert)</b>     |                                    |                            |                            |
| 3.4.1      |            | Metro Area - Virtual           | R.....                             | R.....                     | R.....                     |
| 3.4.2      |            | Metro Area – In person         | R.....                             | R.....                     | R.....                     |
| 3.4.3      |            | Rural Area – Virtual           | R.....                             | R.....                     | R.....                     |
| 3.4.4      |            | Rural Area – In person         | R.....                             | R.....                     | R.....                     |
| <b>3.5</b> |            | <b>Dashboard Report Design</b> |                                    |                            |                            |
| 3.5.1      |            | Metro Area - Virtual           | R.....                             | R.....                     | R.....                     |
| 3.5.2      |            | Metro Area – In person         | R.....                             | R.....                     | R.....                     |

| ITEM  | QUANTITY | DESCRIPTION OF ITEM                                                                                                                                                                                                           | BID PRICE IN SA CURRENCY INCL. VAT |                            |                            |
|-------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|----------------------------|----------------------------|
|       |          |                                                                                                                                                                                                                               | Year 1 Price<br>Per Person         | Year 2 Price<br>Per Person | Year 3 Price<br>Per Person |
|       |          | <b>Dashboard Report Design (continuation)</b>                                                                                                                                                                                 |                                    |                            |                            |
| 3.5.3 |          | Rural Area – Virtual                                                                                                                                                                                                          | R.....                             | R.....                     | R.....                     |
|       |          |                                                                                                                                                                                                                               |                                    |                            |                            |
| 3.5.4 |          | Rural Area – In person                                                                                                                                                                                                        | R.....                             | R.....                     | R.....                     |
|       |          | <b>Must comply with the following:<br/>Original certificate or valid certified<br/>copy of accreditation certificate to<br/>train Microsoft Office packages must<br/>be included in your bid documents by<br/>bid closing</b> |                                    |                            |                            |

**IMPORTANT NOTES: The questionnaire below must be completed in full by replying to each and every question.**

- A. Period required for commencement of contract after acceptance of bid .....
- B. Is offer strictly to specification? .....
- C. If not, indicate deviations on attached specification or separate sheet? .....
- D. Are you registered in terms of sections 23(1) or 23(3) of the Value-Added Tax Act, 1991  
(Act No. 89 of 1991) **YES /NO**
- E. If so, state your VAT registration number .....
- F. Are the prices quoted for the service firm for the full contract period? .....

|                                                                                                                                                                                    |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>WESTERN CAPE GOVERNMENT: HEALTH</b><br>DIRECTORATE: SUPPLY CHAIN (G & S<br>SOURCING)<br>BID OPENED 11:00<br><br><b>21 November 2025</b><br><br>1)..... 2).....<br>SIGNED SIGNED |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

## PRICING SCHEDULE (TRAINING)

FOR THE PROVISION OF MICROSOFT TRAINING TO EMPLOYEES TO ALL INSTITUTIONS UNDER THE CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD.

NAME OF BIDDER: .....

BID NUMBER: WCGHSC0323/2025

CLOSING DATE: 21 November 2025 at 11h00am

OFFERS TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID

| ITEM       | QUANTITY   | DESCRIPTION OF ITEM                                                                                                                                                                                                           | BID PRICE IN SA CURRENCY INCL. VAT                                                                                                                                                                                                                                                               |                            |                            |
|------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------------------------|
|            |            |                                                                                                                                                                                                                               | Year 1 Price<br>Per Person                                                                                                                                                                                                                                                                       | Year 2 Price<br>Per Person | Year 3 Price<br>Per Person |
| <b>4.</b>  | <b>250</b> | <b>Microsoft Office PowerPoint</b>                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                  |                            |                            |
| <b>4.1</b> |            | <b>Beginners</b>                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                  |                            |                            |
| 4.1.1      |            | Metro Area - Virtual                                                                                                                                                                                                          | R.....                                                                                                                                                                                                                                                                                           | R.....                     | R.....                     |
| 4.1.2      |            | Metro Area – In person                                                                                                                                                                                                        | R.....                                                                                                                                                                                                                                                                                           | R.....                     | R.....                     |
| 4.1.3      |            | Rural Area – Virtual                                                                                                                                                                                                          | R.....                                                                                                                                                                                                                                                                                           | R.....                     | R.....                     |
| 4.1.4      |            | Rural Area – In person                                                                                                                                                                                                        | R.....                                                                                                                                                                                                                                                                                           | R.....                     | R.....                     |
| <b>4.2</b> |            | <b>Intermediate</b>                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                  |                            |                            |
| 4.2.1      |            | Metro Area - Virtual                                                                                                                                                                                                          | R.....                                                                                                                                                                                                                                                                                           | R.....                     | R.....                     |
| 4.2.2      |            | Metro Area – In person                                                                                                                                                                                                        | R.....                                                                                                                                                                                                                                                                                           | R.....                     | R.....                     |
| 4.2.3      |            | Rural Area – Virtual                                                                                                                                                                                                          | R.....                                                                                                                                                                                                                                                                                           | R.....                     | R.....                     |
| 4.2.4      |            | Rural Area – In person                                                                                                                                                                                                        | R.....                                                                                                                                                                                                                                                                                           | R.....                     | R.....                     |
| <b>4.3</b> |            | <b>Advance</b>                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                  |                            |                            |
| 4.3.1      |            | Metro Area - Virtual                                                                                                                                                                                                          | R.....                                                                                                                                                                                                                                                                                           | R.....                     | R.....                     |
| 4.3.2      |            | Metro Area – In person                                                                                                                                                                                                        | R.....                                                                                                                                                                                                                                                                                           | R.....                     | R.....                     |
| 4.3.3      |            | Rural Area – Virtual                                                                                                                                                                                                          | R.....                                                                                                                                                                                                                                                                                           | R.....                     | R.....                     |
| 4.3.4      |            | Rural Area – In person                                                                                                                                                                                                        | R.....                                                                                                                                                                                                                                                                                           | R.....                     | R.....                     |
| <b>4.4</b> |            | <b>Power Pivot &amp; Power Queries</b>                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                  |                            |                            |
| 4.4.1      |            | Metro Area - Virtual                                                                                                                                                                                                          | R.....                                                                                                                                                                                                                                                                                           | R.....                     | R.....                     |
| 4.4.2      |            | Metro Area – In person                                                                                                                                                                                                        | R.....                                                                                                                                                                                                                                                                                           | R.....                     | R.....                     |
| 4.4.3      |            | Rural Area – Virtual                                                                                                                                                                                                          | R.....                                                                                                                                                                                                                                                                                           | R.....                     | R.....                     |
| 4.4.4      |            | Rural Area – In person                                                                                                                                                                                                        | R.....                                                                                                                                                                                                                                                                                           | R.....                     | R.....                     |
|            |            | <b>Must comply with the following:<br/>Original certificate or valid certified<br/>copy of accreditation certificate to<br/>train Microsoft Office packages must<br/>be included in your bid documents by<br/>bid closing</b> | <div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>WESTERN CAPE GOVERNMENT: HEALTH</b><br/> DIRECTORATE: SUPPLY CHAIN (G &amp; S<br/> SOURCING)<br/> BID OPENED 11:00<br/> <br/> <b>21 November 2025</b><br/> <br/> 1).....<br/> SIGNED<br/> 2).....<br/> SIGNED </div> |                            |                            |

**IMPORTANT NOTES:** The questionnaire below must be completed in full by replying to each and every question.

A. Period required for commencement of contract after acceptance of bid .....

B. Is offer strictly to specification? .....

- C. If not, indicate deviations on attached specification or separate sheet? .....
- D. Are you registered in terms of sections 23(1) or 23(3) of the Value-Added Tax Act, 1991  
(Act No. 89 of 1991) **YES /NO**
- E. If so, state your VAT registration number .....
- F. Are the prices quoted for the service firm for the full contract period? .....

**WESTERN CAPE GOVERNMENT: HEALTH**  
DIRECTORATE: SUPPLY CHAIN (G & S  
SOURCING)  
BID OPENED 11:00

**21 November 2025**

1).....  
SIGNED

2).....  
SIGNED

## PRICING SCHEDULE (TRAINING)

FOR THE PROVISION OF MICROSOFT TRAINING TO EMPLOYEES TO ALL INSTITUTIONS UNDER THE CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD.

NAME OF BIDDER: .....

BID NUMBER: WCGHSC0323/2025

CLOSING DATE: 21 November 2025 at 11h00am

OFFERS TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID

| ITEM  | QUANTITY | DESCRIPTION OF ITEM                                                                                                                                                                                                           | BID PRICE IN SA CURRENCY INCL. VAT |                            |                            |
|-------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|----------------------------|----------------------------|
|       |          |                                                                                                                                                                                                                               | Year 1 Price<br>Per Person         | Year 2 Price<br>Per Person | Year 3 Price<br>Per Person |
| 5.    | 250      | Microsoft Access                                                                                                                                                                                                              |                                    |                            |                            |
| 5.1   |          | Intermediate                                                                                                                                                                                                                  |                                    |                            |                            |
| 5.1.1 |          | Metro Area - Virtual                                                                                                                                                                                                          | R.....                             | R.....                     | R.....                     |
| 5.1.2 |          | Metro Area – In person                                                                                                                                                                                                        | R.....                             | R.....                     | R.....                     |
| 5.1.3 |          | Rural Area – Virtual                                                                                                                                                                                                          | R.....                             | R.....                     | R.....                     |
| 5.1.4 |          | Rural Area – In person                                                                                                                                                                                                        | R.....                             | R.....                     | R.....                     |
| 5.2   |          | Advance                                                                                                                                                                                                                       |                                    |                            |                            |
| 5.2.1 |          | Metro Area - Virtual                                                                                                                                                                                                          | R.....                             | R.....                     | R.....                     |
| 5.2.2 |          | Metro Area – In person                                                                                                                                                                                                        | R.....                             | R.....                     | R.....                     |
| 5.2.3 |          | Rural Area – Virtual                                                                                                                                                                                                          | R.....                             | R.....                     | R.....                     |
| 5.2.4 |          | Rural Area – In person                                                                                                                                                                                                        | R.....                             | R.....                     | R.....                     |
|       |          | <b>Must comply with the following:<br/>Original certificate or valid certified<br/>copy of accreditation certificate to<br/>train Microsoft Office packages must<br/>be included in your bid documents by<br/>bid closing</b> |                                    |                            |                            |

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(Act No. 89 of 1991) **YES /NO**
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- F. Are the prices quoted for the service firm for the full contract period? .....

WESTERN CAPE GOVERNMENT: HEALTH  
DIRECTORATE: SUPPLY CHAIN (G & S  
SOURCING)  
BID OPENED 11:00

**21 November 2025**

1).....  
SIGNED

2).....  
SIGNED

## PRICING SCHEDULE (TRAINING)

FOR THE PROVISION OF MICROSOFT TRAINING TO EMPLOYEES TO ALL INSTITUTIONS UNDER THE CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD.

NAME OF BIDDER: .....

BID NUMBER: WCGHSC0323/2025

CLOSING DATE: 21 November 2025 at 11h00am

OFFERS TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID

| ITEM       | QUANTITY   | DESCRIPTION OF ITEM                                                                                                                                                                                                           | BID PRICE IN SA CURRENCY INCL. VAT                                                                                                                                                                                                                                                         |                            |                            |
|------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------------------------|
|            |            |                                                                                                                                                                                                                               | Year 1 Price<br>Per Person                                                                                                                                                                                                                                                                 | Year 2 Price<br>Per Person | Year 3 Price<br>Per Person |
| <b>6.</b>  | <b>250</b> | <b>Microsoft Project</b>                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                            |                            |                            |
| <b>6.1</b> |            | <b>Microsoft Project Basic</b>                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                            |                            |                            |
| 6.1.1      |            | Metro Area - Virtual                                                                                                                                                                                                          | R.....                                                                                                                                                                                                                                                                                     | R.....                     | R.....                     |
| 6.1.2      |            | Metro Area – In person                                                                                                                                                                                                        | R.....                                                                                                                                                                                                                                                                                     | R.....                     | R.....                     |
| 6.1.3      |            | Rural Area – Virtual                                                                                                                                                                                                          | R.....                                                                                                                                                                                                                                                                                     | R.....                     | R.....                     |
| 6.1.4      |            | Rural Area – In person                                                                                                                                                                                                        | R.....                                                                                                                                                                                                                                                                                     | R.....                     | R.....                     |
| <b>6.2</b> |            | <b>Microsoft Project Intermediate</b>                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                            |                            |                            |
| 6.2.1      |            | Metro Area - Virtual                                                                                                                                                                                                          | R.....                                                                                                                                                                                                                                                                                     | R.....                     | R.....                     |
| 6.2.2      |            | Metro Area – In person                                                                                                                                                                                                        | R.....                                                                                                                                                                                                                                                                                     | R.....                     | R.....                     |
| 6.2.3      |            | Rural Area – Virtual                                                                                                                                                                                                          | R.....                                                                                                                                                                                                                                                                                     | R.....                     | R.....                     |
| 6.2.4      |            | Rural Area – In person                                                                                                                                                                                                        | R.....                                                                                                                                                                                                                                                                                     | R.....                     | R.....                     |
| <b>6.3</b> |            | <b>Microsoft Project Advance</b>                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                            |                            |                            |
| 6.3.1      |            | Metro Area - Virtual                                                                                                                                                                                                          | R.....                                                                                                                                                                                                                                                                                     | R.....                     | R.....                     |
| 6.3.2      |            | Metro Area – In person                                                                                                                                                                                                        | R.....                                                                                                                                                                                                                                                                                     | R.....                     | R.....                     |
| 6.3.3      |            | Rural Area – Virtual                                                                                                                                                                                                          | R.....                                                                                                                                                                                                                                                                                     | R.....                     | R.....                     |
| 6.3.4      |            | Rural Area – In person                                                                                                                                                                                                        | R.....                                                                                                                                                                                                                                                                                     | R.....                     | R.....                     |
|            |            | <b>Must comply with the following:<br/>Original certificate or valid certified<br/>copy of accreditation certificate to<br/>train Microsoft Office packages must<br/>be included in your bid documents by<br/>bid closing</b> | <div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>WESTERN CAPE GOVERNMENT HEALTH</b><br/> DIRECTORATE: SUPPLY CHAIN (G &amp; S<br/> SOURCING)<br/> BID OPENED 11:00<br/> <br/> <b>21 November 2025</b><br/> <br/> 1).....<br/> SIGNED 2).....<br/> SIGNED </div> |                            |                            |

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- WESTERN CAPE GOVERNMENT: HEALTH  
DIRECTORATE: SUPPLY CHAIN (G & S  
SOURCING)  
BID OPENED 11:00**
- 21 November 2025**
- 1).....  
SIGNED
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SIGNED

## PRICING SCHEDULE (TRAINING)

FOR THE PROVISION OF MICROSOFT TRAINING TO EMPLOYEES TO ALL INSTITUTIONS UNDER THE CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD.

NAME OF BIDDER: .....

BID NUMBER: WCGHSC0323/2025

CLOSING DATE: 21 November 2025 at 11h00am

OFFERS TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID

| ITEM | QUANTITY | DESCRIPTION OF ITEM                                                                                                                                                                                                           | BID PRICE IN SA CURRENCY INCL. VAT |                            |                            |
|------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|----------------------------|----------------------------|
|      |          |                                                                                                                                                                                                                               | Year 1 Price<br>Per Person         | Year 2 Price<br>Per Person | Year 3 Price<br>Per Person |
| 7.   | 250      | Microsoft Publisher                                                                                                                                                                                                           |                                    |                            |                            |
| 7.1  |          | Metro Area - Virtual                                                                                                                                                                                                          | R.....                             | R.....                     | R.....                     |
| 7.2  |          | Metro Area – In person                                                                                                                                                                                                        | R.....                             | R.....                     | R.....                     |
| 7.3  |          | Rural Area – Virtual                                                                                                                                                                                                          | R.....                             | R.....                     | R.....                     |
| 7.4  |          | Rural Area – In person                                                                                                                                                                                                        | R.....                             | R.....                     | R.....                     |
|      |          | <b>Must comply with the following:<br/>Original certificate or valid certified<br/>copy of accreditation certificate to<br/>train Microsoft Office packages must<br/>be included in your bid documents by<br/>bid closing</b> |                                    |                            |                            |

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WESTERN CAPE GOVERNMENT: HEALTH  
DIRECTORATE: SUPPLY CHAIN (G & S  
SOURCING)  
BID OPENED 11:00

21 November 2025

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## PRICING SCHEDULE (TRAINING)

FOR THE PROVISION OF MICROSOFT TRAINING TO EMPLOYEES TO ALL INSTITUTIONS UNDER THE CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD.

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| ITEM  | QUANTITY | DESCRIPTION OF ITEM                                                                                                                                                                                                           | BID PRICE IN SA CURRENCY INCL. VAT |                            |                            |
|-------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|----------------------------|----------------------------|
|       |          |                                                                                                                                                                                                                               | Year 1 Price<br>Per Person         | Year 2 Price<br>Per Person | Year 3 Price<br>Per Person |
| 8.    | 250      | Microsoft Outlook                                                                                                                                                                                                             |                                    |                            |                            |
| 8.1   |          | Microsoft Outlook Basic                                                                                                                                                                                                       |                                    |                            |                            |
| 8.1.1 |          | Metro Area - Virtual                                                                                                                                                                                                          | R.....                             | R.....                     | R.....                     |
| 8.1.2 |          | Metro Area – In person                                                                                                                                                                                                        | R.....                             | R.....                     | R.....                     |
| 8.1.3 |          | Rural Area – Virtual                                                                                                                                                                                                          | R.....                             | R.....                     | R.....                     |
| 8.1.4 |          | Rural Area – In person                                                                                                                                                                                                        | R.....                             | R.....                     | R.....                     |
| 8.2   |          | Microsoft Outlook Intermediate                                                                                                                                                                                                |                                    |                            |                            |
| 8.2.1 |          | Metro Area - Virtual                                                                                                                                                                                                          | R.....                             | R.....                     | R.....                     |
| 8.2.2 |          | Metro Area – In person                                                                                                                                                                                                        | R.....                             | R.....                     | R.....                     |
| 8.2.3 |          | Rural Area – Virtual                                                                                                                                                                                                          | R.....                             | R.....                     | R.....                     |
| 8.2.4 |          | Rural Area – In person                                                                                                                                                                                                        | R.....                             | R.....                     | R.....                     |
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WESTERN CAPE GOVERNMENT: HEALTH  
DIRECTORATE: SUPPLY CHAIN (G & S  
SOURCING)  
BID OPENED 11:00

21 November 2025

1).....  
SIGNED

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SIGNED

## PRICING SCHEDULE (TRAINING)

FOR THE PROVISION OF MICROSOFT TRAINING TO EMPLOYEES TO ALL INSTITUTIONS UNDER THE CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD.

NAME OF BIDDER: .....

BID NUMBER: WCGHSC0323/2025

CLOSING DATE: 21 November 2025 at 11h00am

OFFERS TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID

| ITEM | QUANTITY | DESCRIPTION OF ITEM                                                                                                                                                                                                           | BID PRICE IN SA CURRENCY INCL. VAT |                            |                            |
|------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|----------------------------|----------------------------|
|      |          |                                                                                                                                                                                                                               | Year 1 Price<br>Per Person         | Year 2 Price<br>Per Person | Year 3 Price<br>Per Person |
| 9.   | 250      | Microsoft Teams                                                                                                                                                                                                               |                                    |                            |                            |
| 9.1  |          | Metro Area - Virtual                                                                                                                                                                                                          | R.....                             | R.....                     | R.....                     |
| 9.2  |          | Metro Area – In person                                                                                                                                                                                                        | R.....                             | R.....                     | R.....                     |
| 9.3  |          | Rural Area – Virtual                                                                                                                                                                                                          | R.....                             | R.....                     | R.....                     |
| 9.4  |          | Rural Area – In person                                                                                                                                                                                                        | R.....                             | R.....                     | R.....                     |
|      |          | <b>Must comply with the following:<br/>Original certificate or valid certified<br/>copy of accreditation certificate to<br/>train Microsoft Office packages must<br/>be included in your bid documents by<br/>bid closing</b> |                                    |                            |                            |

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WESTERN CAPE GOVERNMENT: HEALTH  
DIRECTORATE: SUPPLY CHAIN (G & S  
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PRICING SCHEDULE (TRAINING)

FOR THE PROVISION OF MICROSOFT TRAINING TO EMPLOYEES TO ALL INSTITUTIONS UNDER THE CONTROL OF  
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| ITEM | QUANTITY | DESCRIPTION OF ITEM                                                                                                                                                                                               | BID PRICE IN SA CURRENCY INCL. VAT |                            |                            |
|------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|----------------------------|----------------------------|
|      |          |                                                                                                                                                                                                                   | Year 1 Price<br>Per Person         | Year 2 Price<br>Per Person | Year 3 Price<br>Per Person |
| 10.  | 250      | Microsoft SharePoint                                                                                                                                                                                              |                                    |                            |                            |
| 10.1 |          | Metro Area - Virtual                                                                                                                                                                                              | R.....                             | R.....                     | R.....                     |
| 10.2 |          | Metro Area – In person                                                                                                                                                                                            | R.....                             | R.....                     | R.....                     |
| 10.3 |          | Rural Area – Virtual                                                                                                                                                                                              | R.....                             | R.....                     | R.....                     |
| 10.4 |          | Rural Area – In person                                                                                                                                                                                            | R.....                             | R.....                     | R.....                     |
|      |          | Must comply with the following:<br>Original certificate or valid certified<br>copy of accreditation certificate to<br>train Microsoft Office packages must<br>be included in your bid documents by<br>bid closing |                                    |                            |                            |

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WESTERN CAPE GOVERNMENT: HEALTH  
DIRECTORATE: SUPPLY CHAIN (G & S  
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BID OPENED 11:00

21 November 2025

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## PRICING SCHEDULE (TRAINING)

FOR THE PROVISION OF MICROSOFT TRAINING TO EMPLOYEES TO ALL INSTITUTIONS UNDER THE CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD.

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| ITEM   | QUANTITY | DESCRIPTION OF ITEM                                                                                                                                                                                                           | BID PRICE IN SA CURRENCY INCL. VAT |                            |                            |
|--------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|----------------------------|----------------------------|
|        |          |                                                                                                                                                                                                                               | Year 1 Price<br>Per Person         | Year 2 Price<br>Per Person | Year 3 Price<br>Per Person |
| 11.    | 250      | Microsoft Power App                                                                                                                                                                                                           |                                    |                            |                            |
| 11.1   |          | Power BI                                                                                                                                                                                                                      |                                    |                            |                            |
| 11.1.1 |          | Metro Area - Virtual                                                                                                                                                                                                          | R.....                             | R.....                     | R.....                     |
| 11.1.2 |          | Metro Area – In person                                                                                                                                                                                                        | R.....                             | R.....                     | R.....                     |
| 11.1.3 |          | Rural Area – Virtual                                                                                                                                                                                                          | R.....                             | R.....                     | R.....                     |
| 11.1.4 |          | Rural Area – In person                                                                                                                                                                                                        | R.....                             | R.....                     | R.....                     |
| 11.2   |          | Power Automate                                                                                                                                                                                                                |                                    |                            |                            |
| 11.2.1 |          | Metro Area - Virtual                                                                                                                                                                                                          | R.....                             | R.....                     | R.....                     |
| 11.2.2 |          | Metro Area – In person                                                                                                                                                                                                        | R.....                             | R.....                     | R.....                     |
| 11.2.3 |          | Rural Area – Virtual                                                                                                                                                                                                          | R.....                             | R.....                     | R.....                     |
| 11.2.4 |          | Rural Area – In person                                                                                                                                                                                                        | R.....                             | R.....                     | R.....                     |
|        |          | <b>Must comply with the following:<br/>Original certificate or valid certified<br/>copy of accreditation certificate to<br/>train Microsoft Office packages must<br/>be included in your bid documents by<br/>bid closing</b> |                                    |                            |                            |

**IMPORTANT NOTES:** The questionnaire below must be completed in full by replying to each and every question.

- A. Period required for commencement of contract after acceptance of bid .....
- B. Is offer strictly to specification? .....
- C. If not, indicate deviations on attached specification or separate sheet? .....
- D. Are you registered in terms of sections 23(1) or 23(3) of the Value-Added Tax Act, 1991  
(Act No. 89 of 1991) YES /NO
- E. If so, state your VAT registration number .....
- F. Are the prices quoted for the service firm for the full contract period? .....

WESTERN CAPE GOVERNMENT: HEALTH  
DIRECTORATE: SUPPLY CHAIN (G & S  
SOURCING)  
BID OPENED 11:00

21 November 2025

1)..... 2).....  
SIGNED SIGNED

## PRICING SCHEDULE (TRAINING)

FOR THE PROVISION OF MICROSOFT TRAINING TO EMPLOYEES TO ALL INSTITUTIONS UNDER THE CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD.

NAME OF BIDDER: .....

BID NUMBER: WCGHSC0323/2025

CLOSING DATE: 21 November 2025 at 11h00am

OFFERS TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID

| ITEM | QUANTITY | DESCRIPTION OF ITEM                                                                                                                                                                                                           | BID PRICE IN SA CURRENCY INCL. VAT |                            |                            |
|------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|----------------------------|----------------------------|
|      |          |                                                                                                                                                                                                                               | Year 1 Price<br>Per Person         | Year 2 Price<br>Per Person | Year 3 Price<br>Per Person |
| 12.  | 250      | Microsoft Viso                                                                                                                                                                                                                |                                    |                            |                            |
| 12.1 |          | Metro Area - Virtual                                                                                                                                                                                                          | R.....                             | R.....                     | R.....                     |
| 12.2 |          | Metro Area – In person                                                                                                                                                                                                        | R.....                             | R.....                     | R.....                     |
| 12.3 |          | Rural Area – Virtual                                                                                                                                                                                                          | R.....                             | R.....                     | R.....                     |
| 12.4 |          | Rural Area – In person                                                                                                                                                                                                        | R.....                             | R.....                     | R.....                     |
|      |          | <b>Must comply with the following:<br/>Original certificate or valid certified<br/>copy of accreditation certificate to<br/>train Microsoft Office packages must<br/>be included in your bid documents by<br/>bid closing</b> |                                    |                            |                            |

**IMPORTANT NOTES:** The questionnaire below must be completed in full by replying to each and every question.

- A. Period required for commencement of contract after acceptance of bid .....
- B. Is offer strictly to specification? .....
- C. If not, indicate deviations on attached specification or separate sheet? .....
- D. Are you registered in terms of sections 23(1) or 23(3) of the Value-Added Tax Act, 1991  
(Act No. 89 of 1991) YES /NO
- E. If so, state your VAT registration number .....
- F. Are the prices quoted for the service firm for the full contract period? .....

WESTERN CAPE GOVERNMENT: HEALTH  
DIRECTORATE: SUPPLY CHAIN (G & S  
SOURCING)  
BID OPENED 11:00

21 November 2025

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## PRICING SCHEDULE (TRAINING)

FOR THE PROVISION OF MICROSOFT TRAINING TO EMPLOYEES TO ALL INSTITUTIONS UNDER THE CONTROL OF WESTERN CAPE GOVERNMENT HEALTH AND WELLNESS FOR A 3-YEAR PERIOD.

NAME OF BIDDER: .....

BID NUMBER: WCGHSC0323/2025

CLOSING DATE: 21 November 2025 at 11h00am

OFFERS TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID

| ITEM | QUANTITY | DESCRIPTION OF ITEM                                                                                                                                                                                                           | BID PRICE IN SA CURRENCY INCL. VAT |                            |                            |
|------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|----------------------------|----------------------------|
|      |          |                                                                                                                                                                                                                               | Year 1 Price<br>Per Person         | Year 2 Price<br>Per Person | Year 3 Price<br>Per Person |
| 13.  | 250      | Microsoft One Note                                                                                                                                                                                                            |                                    |                            |                            |
| 13.1 |          | Metro Area - Virtual                                                                                                                                                                                                          | R.....                             | R.....                     | R.....                     |
| 13.2 |          | Metro Area – In person                                                                                                                                                                                                        | R.....                             | R.....                     | R.....                     |
| 13.3 |          | Rural Area – Virtual                                                                                                                                                                                                          | R.....                             | R.....                     | R.....                     |
| 13.4 |          | Rural Area – In person                                                                                                                                                                                                        | R.....                             | R.....                     | R.....                     |
|      |          | <b>Must comply with the following:<br/>Original certificate or valid certified<br/>copy of accreditation certificate to<br/>train Microsoft Office packages must<br/>be included in your bid documents by<br/>bid closing</b> |                                    |                            |                            |

**IMPORTANT NOTES:** The questionnaire below must be completed in full by replying to each and every question.

- A. Period required for commencement of contract after acceptance of bid .....
- B. Is offer strictly to specification? .....
- C. If not, indicate deviations on attached specification or separate sheet? .....
- D. Are you registered in terms of sections 23(1) or 23(3) of the Value-Added Tax Act, 1991  
(Act No. 89 of 1991) YES /NO
- E. If so, state your VAT registration number .....
- F. Are the prices quoted for the service firm for the full contract period? .....

WESTERN CAPE GOVERNMENT: HEALTH  
DIRECTORATE: SUPPLY CHAIN (G & S  
SOURCING)  
BID OPENED 11:00

21 November 2025

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## PROVINCIAL GOVERNMENT WESTERN CAPE

### DECLARATION OF INTERESTS, BIDDERS PAST SCM PRACTICES AND INDEPENDENT BID DETERMINATION

1. To give effect to the requirements of the Western Cape Provincial Treasury Instructions, 2019: Supply Chain Management (Goods and Services), Public Finance Management Act (PFMA) Supply Chain Management (SCM) Instruction No. 3 of 2021/2022 - SBD 4 Declaration of Interest, Section 4 (1)(b)(iii) of the Competition Act No. 89 of 1998 as amended together with its associated regulations, the Prevention and Combating of Corrupt Activities Act No 12 of 2004 and regulations pertaining to the tender defaulters register, Paragraph 16A9 of the National Treasury Regulations and/or any other applicable legislation.
2. Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
3. All prospective bidders intending to do business with the Institution must be registered on the Central Supplier Database (CSD) and the Western Cape Supplier Evidence Bank (WCSEB) if they wish to do business with the Western Cape Government (WCG) via the electronic Procurement Solution (ePS).
4. The status of enterprises and persons listed on the National Treasury's Register for Tender Defaulters will be housed on the ePS. Institutions may not under any circumstances procure from enterprises and persons listed on the Database of Tender Defaulters.
5. The status of suppliers listed on the National Treasury's Database of Restricted Suppliers will be housed on the ePS; however, it remains incumbent on institutions to check the National Treasury Database of Restricted Suppliers before the conclusion of any procurement process. For suppliers listed as restricted, institutions must apply due diligence and risk assessment before deciding to proceed with procurement from any such supplier.

6. **Definitions**

**"bid"** means a bidder's response to an institution's invitation to participate in a procurement process which may include a bid, price quotation or proposal;

**"Bid rigging (or collusive bidding)"** occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and/or services through a bidding process. Bid rigging is, therefore, an agreement between competitors;

**"business interest"** means –

- (a) a right or entitlement to share in profits, revenue or assets of an entity;
- (b) a real or personal right in property;
- (c) a right to remuneration or any other private gain or benefit, or
- (d) includes any interest contemplated in paragraphs (a), (b) or (c) acquired through an intermediary and any potential interest in terms of any of those paragraphs;

**"Consortium or Joint Venture"** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;

**"Controlling interest"** means, the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise;

**If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline 0800 701 701**

*This form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change in such details.*

WESTERN CAPE GOVERNMENT: HEALTH  
DIRECTORATE: SUPPLY CHAIN (G & S  
SOURCING)  
BID OPENED 11:00

**21 November 2025**

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**“Corruption”**- General offences of corruption are defined in the Combating of Corrupt Activities Act, 2004 (Act No 12 of 2004) as:

Any person who directly or indirectly –

- (a) accepts or agrees or offers to accept any gratification from any other person, whether for the benefit of himself or herself or for the benefit of another person; or
- (b) gives or agrees or offers to give to any other person any gratification, whether for the benefit of that other person or for the benefit of another person, in order to act personally or by influencing another person so to act, in a manner—
  - (i) that amounts to the-
    - (aa) illegal, dishonest, unauthorised, incomplete, or biased; or
    - (bb) misuse or selling of information or material acquired in the course of the exercise, carrying out or performance of any powers, duties or functions arising out of a constitutional, statutory, contractual or any other legal obligation;
  - (ii) that amounts to-
    - (aa) the abuse of a position of authority;
    - (bb) a breach of trust; or
  - (cc) the violation of a legal duty or a set of rules;
  - (iii) designed to achieve an unjustified result; or
  - (iv) that amounts to any other unauthorised or improper inducement to do or 45 not to do anything, of the, is guilty of the offence of corruption.

**“CSD”** means the Central Supplier Database maintained by National Treasury;

**“employee”**, in relation to –

- (a) a department, means a person contemplated in section 8 of the Public Service Act, 1994 but excludes a person appointed in terms of section 12A of that Act; and
- (b) a public entity, means a person employed by the public entity;

**“entity”** means any –

- (a) association of persons, whether or not incorporated or registered in terms of any law, including a company, corporation, trust, partnership, close corporation, joint venture or consortium; or
- (b) sole proprietorship

**“entity conducting business with the Institution”** means an entity that contracts or applies or tenders for the sale, lease or supply of goods or services to the Province;

**“Family member”** means a person's –

- (a) spouse; or
- (b) child, parent, brother, sister, whether such a relationship results from birth, marriage or adoption or some other legal arrangement (as the case may be);

**“intermediary”** means a person through whom an interest is acquired, and includes a representative or agent or any other person who has been granted authority to act on behalf of another person;

**“Institution”** means –

a provincial department or provincial public entity listed in Schedule 3C of the Act;

**“Provincial Government Western Cape (PGWC)”** means

- (a) the Institution of the Western Cape, and
- (b) a provincial public entity;

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WESTERN CAPE GOVERNMENT: HEALTH  
DIRECTORATE: SUPPLY CHAIN (G & S  
SOURCING)  
BID OPENED 11:00

**21 November 2025**

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31 May 2022

**"RWOEE"** means –

Remunerative Work Outside of the Employee's Employment

**"spouse"** means a person's –

- (a) partner in marriage or civil union according to legislation;
- (b) partner in a customary union according to indigenous law; or
- (c) partner with whom he or she cohabits and who is publicly acknowledged by the person as his or her life partner or permanent companion.

7. Regulation 13(c) of the Public Service Regulations (PSR) 2016, effective 1 February 2017, prohibits any employee from conducting business with an organ of state, or holding a directorship in a public or private company doing business with an organ of state unless the employee is a director (in an official capacity) of a company listed in schedules 2 and 3 of the Public Finance Management Act.
  - a) Therefore, by 31 January 2017 all employees who are conducting business with an organ of state should either have:
    - (i) resigned as an employee of the government institution or;
    - (ii) cease conducting business with an organ of state or;
    - (iii) resign as a director/shareholder/owner/member of an entity that conducts business with an organ of state.
8. Any legal person, or their family members, may make an offer or offers in terms of this invitation to bid. In view of potential conflict of interest, in the event that the resulting bid, or part thereof, be awarded to family members of persons employed by an organ of state, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where the bidder is employed by the Institution.
9. The bid of any bidder may be disregarded if that bidder or any of its directors abused the institution's supply chain management system; committed fraud or any other improper conduct in relation to such system; disclosure is found not to be true and complete; or failed to perform on any previous contract.
10. Section 4(1)(b)(iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.
11. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorises accounting officers and accounting authorities to:
  - a) disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b) cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
12. Communication between partners in a joint venture or consortium will not be construed as collusive bidding.
13. In addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

**If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline 0800 701 701**

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31 May 2022

WESTERN CAPE GOVERNMENT: HEALTH  
DIRECTORATE: SUPPLY CHAIN (G & S  
SOURCING)  
BID OPENED 11:00

**21 November 2025**

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| SECTION A DETAILS OF THE ENTITY                                                                                                                                                                                                                           |                                               |      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|------|
|                                                                                                                                                                                                                                                           | CSD Registration Number                       | MAAA |
|                                                                                                                                                                                                                                                           | Name of the Entity                            |      |
|                                                                                                                                                                                                                                                           | Entity registration Number (where applicable) |      |
|                                                                                                                                                                                                                                                           | Entity Type                                   |      |
|                                                                                                                                                                                                                                                           | Tax Reference Number                          |      |
| Full details of directors, shareholder, member, partner, trustee, sole proprietor or any persons having a controlling interest with a right or entitlement to share in profits, revenue or assets of the entity should be disclosed in the Table A below. |                                               |      |

TABLE A

| FULL NAME | DESIGNATION<br>(Where a director is a shareholder, both should be confirmed) | IDENTITY NUMBER | PERSONAL TAX REFERENCE NO. | PERCENTAGE INTEREST IN THE ENTITY |
|-----------|------------------------------------------------------------------------------|-----------------|----------------------------|-----------------------------------|
|           |                                                                              |                 |                            |                                   |
|           |                                                                              |                 |                            |                                   |
|           |                                                                              |                 |                            |                                   |
|           |                                                                              |                 |                            |                                   |
|           |                                                                              |                 |                            |                                   |
|           |                                                                              |                 |                            |                                   |
|           |                                                                              |                 |                            |                                   |
|           |                                                                              |                 |                            |                                   |
|           |                                                                              |                 |                            |                                   |
|           |                                                                              |                 |                            |                                   |
|           |                                                                              |                 |                            |                                   |
|           |                                                                              |                 |                            |                                   |
|           |                                                                              |                 |                            |                                   |
|           |                                                                              |                 |                            |                                   |

| SECTION B: DECLARATION OF THE BIDDER'S INTEREST                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                        |    |     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-----|
| <p>The supply chain management system of an institution must, irrespective of the procurement process followed, prohibit any award to an employee of the state, who either individually or as a director of a public or private company or a member of a close corporation, seek to conduct business with the WCG, unless such employee is in an official capacity a director of a company listed in Schedule 2 or 3 of the PFMA as prescribed by the Public Service Regulation 13(c).</p> <p>Furthermore, an employee employed by an organ of state conducting remunerative work outside of the employee's employment should first obtain the necessary approval by the delegated authority (RWOEE), failure to submit proof of such authority, where applicable, may result in disciplinary action.</p> |                                                                                                                                                                                        |    |     |
| B1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Are any persons listed in Table A identified on the CSD as employees of an organ of state? <b>(If yes, refer to Public Service Circular EIM 1/2016 to exercise the listed actions)</b> | NO | YES |
| B2.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Are any employees of the entity also employees of an organ of state? <b>(If yes complete Table B and attach their approved "RWOEE")</b>                                                | NO | YES |
| B3.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Are any family members of the persons listed in Table A employees of an organ of state? <b>(If yes complete Table B)</b>                                                               | NO | YES |

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WESTERN CAPE GOVERNMENT: HEALTH  
DIRECTORATE: SUPPLY CHAIN (G & S  
SOURCING)  
BID OPENED 11:00

**21 November 2025**

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31 May 2022

TABLE B

*Details of persons (family members) connected to or employees of an organ of state should be disclosed in Table B below.*

[illegible]

**SECTION C: PERFORMANCE MANAGEMENT AND BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES** To enable the prospective bidder to provide evidence of past and current performance.

|     |                                                                                                                |    |     |
|-----|----------------------------------------------------------------------------------------------------------------|----|-----|
| C1. | Did the entity conduct business with an organ of state in the last twelve months?<br>(If yes complete Table C) | NO | YES |
|-----|----------------------------------------------------------------------------------------------------------------|----|-----|

## C2. TABLE C

Complete the below table to the maximum of the last 5 contracts.

| Complete the below table to the maximum of the last 5 contracts. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                               |                        |                    |                   |
|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|------------------------|--------------------|-------------------|
| NAME OF CONTRACTOR                                               | PROVINCIAL DEPARTMENT OR PROVINCIAL ENTITY                                                                                                                                                                                                                                                                                                                                                                                                                                                 | TYPE OF SERVICES OR COMMODITY | CONTRACT/ ORDER NUMBER | PERIOD OF CONTRACT | VALUE OF CONTRACT |
|                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                               |                        |                    |                   |
|                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                               |                        |                    |                   |
|                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                               |                        |                    |                   |
|                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                               |                        |                    |                   |
|                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                               |                        |                    |                   |
| C3.                                                              | Is the entity or its principals listed on the National Database as companies or persons prohibited from doing business with the public sector?                                                                                                                                                                                                                                                                                                                                             |                               |                        | NO                 | YES               |
| C4.                                                              | Is the entity or its principals listed on the National Treasury Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)?<br>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> , click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 326 5445.) |                               |                        | NO                 | YES               |
| C5.                                                              | If yes to C3 or C4, were you informed in writing about the listing on the database of restricted suppliers or Register for Tender Defaulters by National Treasury?                                                                                                                                                                                                                                                                                                                         |                               | NO                     | YES                | N/A               |
| C6.                                                              | Was the entity or persons listed in Table A convicted for fraud or corruption during the past five years in a court of law (including a court outside the Republic of South Africa)?                                                                                                                                                                                                                                                                                                       |                               |                        | NO                 | YES               |
| C7.                                                              | Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?                                                                                                                                                                                                                                                                                                                          |                               |                        | NO                 | YES               |

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**WESTERN CAPE GOVERNMENT: HEALTH**  
**DIRECTORATE: SUPPLY CHAIN (G & S**  
**SOURCING)**  
**BID OPENED 11:00**

**21 November 2025**

1).....  
 SIGNED

2).....  
 SIGNED

31 May 2022

**SECTION D: DULY AUTHORISED REPRESENTATIVE TO DEPOSE TO AFFIDAVIT**

*This form must be signed by a duly authorised representative of the entity in the presence of a commissioner of oaths*

- I, .....hereby swear/affirm;
- i. that the information disclosed above is true and accurate;
  - ii. that I have read understand the content of the document;
  - iii. that I have arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
  - iv. that the entity undertakes to independently arrive at any offer at any time to the Institution without any consultation, communication, agreement or arrangement with any competitor. In addition, that there will be no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specification, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates;
  - v. that the entity or its representative are aware of and undertakes not to disclose the terms of any bid, formal or informal, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract; and
  - vi. that there have been no consultations, communications, agreements or arrangements made with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and that my entity was not involved in the drafting of the specifications or terms of reference for this bid.

**DULY AUTHORISED REPRESENTATIVE'S SIGNATURE**

I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down his/her answers in his/her presence:

- 1.1 Do you know and understand the contents of the declaration? ANSWER: .....
  - 1.2 Do you have any objection to taking the prescribed oath? ANSWER: .....
  - 1.3 Do you consider the prescribed oath to be binding on your conscience? ANSWER:.....
  - 1.4 Do you want to make an affirmation? ANSWER: .....
7. I certify that the deponent has acknowledged that he/she knows and understands the contents of this declaration, which was sworn to/affirmed and the deponent's signature/thumbprint/mark was place thereon in my presence.

.....  
SIGNATURE FULL NAMES Commissioner of Oaths

Designation (rank) ..... ex officio: Republic of South Africa

Date:..... Place .....

Business Address: .....

**If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline 0800 701 701**

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**WESTERN CAPE GOVERNMENT: HEALTH**  
DIRECTORATE: SUPPLY CHAIN (G & S  
SOURCING)  
BID OPENED 11:00

**21 November 2025**

1)..... 2).....  
SIGNED SIGNED

31 May 2022

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 AND THE WESTERN CAPE GOVERNMENT'S INTERIM STRATEGY AS IT RELATES TO PREFERENCE POINTS

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

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**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE TO THE BID, PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE BROAD BASED BLACK ECONOMIC EMPOWERMENT ACT AND CODES OF GOOD PRACTICE**

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### 1. DEFINITIONS

- 1.1 **"Acceptable bid"** means any bid which complies in all respects with the specifications and conditions of bid as set out in the bid document.
- 1.2 **"Affidavit"** is a type of verified statement or showing, or in other words, it contains a verification, meaning it is under oath or penalty of perjury, which serves as evidence to its veracity and is required for court proceedings.
- 1.3 **"All applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 1.4 **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 1.5 **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a codes of good practice of black economic empowerment, issued in terms of section 9(1) of The Broad-Based Black Economic Empowerment Act;
- 1.6 **"Bid"** means a written offer on the official bid documents or invitation of price quotations, and "tender" is the act of bidding/tendering;
- 1.7 **"Code of Good Practice"** means the generic codes or the sector codes as the case may be;
- 1.8 **"Consortium" or "joint venture"** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 1.9 **"Contract"** means the agreement that results from the acceptance of a bid by an organ of state;
- 1.10 **"EME"** is an exempted micro enterprise with an annual total revenue of R10 million or less.
- 1.11 **"Firm price"** means a price that is only subject to adjustments in accordance with an actual increase or decrease resulting from the change, imposition or abolition of customs or excise duty and any other duty, levy, or tax, which is binding on the contractor in terms of the law or regulation and demonstrably has an influence on the price of any supplies or the rendering costs of any service for the execution of the contract;
- 1.12 **"Large Enterprise"** is any enterprise with an annual total revenue above R50 million;
- 1.13 **"Non-firm prices"** means all prices other than "firm" prices
- 1.14 **"Person"** includes a juristic person;
- 1.15 **"Price"** means an amount of money bid for goods and services and includes all applicable taxes less all unconditional discounts;
- 1.16 **"Proof of B-BBEE status level contributor"** means –
  - (a) The B-BBEE status level certificate issued by an authorized body or person;
  - (b) A sworn affidavit as prescribed in terms of the B-BBEE Codes of Good Practice; or
  - (c) Any other requirements prescribed in terms of the Broad-based Black Economic Empowerment Act

- 1.17 **"QSE"** is a Qualifying Small Enterprise with an annual total revenue between R10 million and R50 million;
- 1.18 **"Rand value"** means the total estimated value of a contract in South African currency calculated at the time of bid invitation, and includes all applicable taxes;
- 1.19 **"Sub-contract"** means the primary contractor's assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 1.20 **"Tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide services through price quotations, competitive bidding processes or any other method envisaged in legislation;
- 1.21 **"Tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation to originate income-generating contracts through any method envisaged in legislation, that will result in a legal agreement between the organ of state and a third party, which produces revenue for the organ of state, and includes but is not limited to leasing and disposal of assets and concessions contracts, but excludes direct sales and disposal of assets through public auctions;
- 1.22 **"The Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);
- 1.23 **"the Regulations"** means the Preferential Procurement Regulations, 2022;
- 1.24 **"Total revenue"** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-based Black Economic Empowerment Act and promulgated in the Government Gazette on 11 October 2013;
- 1.25 **"Trust"** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 1.26 **"Trustee"** means any person, including the founder of a trust, to whom property is bequeathed for such property to be administered for the benefit of another person.

## 2. GENERAL CONDITIONS

- 2.1 The following preference points systems are applicable to all bids:
- The **80/20 system** for requirements with a Rand value of **up to R50 000 000** (all applicable taxes included)
  - the **90/10 system** for requirements with a Rand value **above R50 000 000** (all applicable taxes included).
- 2.2 Preference points system for this bid:
- (a) The value of this bid is estimated **to exceed/not exceed R50 000 000** (all applicable taxes included) and therefore the ..... preference points system shall be applicable; or
- (b) Either the **80/20 or 90/10** preference points system will be applicable to this bid.  
(Delete whichever option is not applicable to this bid)
- 2.3 Preference points for this bid shall be awarded for:
- (a) Price; and
- (b) B-BBEE status level of contribution.
- 2.4 The maximum points for this bid are allocated as follows:

|                                                                                                                                                                                 |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>WESTERN CAPE GOVERNMENT: HEALTH</b><br>DIRECTORATE: SUPPLY CHAIN (G & S SOURCING)<br>BID OPENED 11:00<br><br><b>21 November 2025</b><br><br>1)..... 2).....<br>SIGNED SIGNED |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

|                                                          | POINTS |     |
|----------------------------------------------------------|--------|-----|
| PRICE                                                    | 80     | 90  |
| B-BBEE STATUS LEVEL OF CONTRIBUTOR                       | 20     | 10  |
| <b>Total points for Price and B-BBEE must not exceed</b> | 100    | 100 |

- 2.5 Failure on the part of a bidder to complete and sign this form and submit, in the circumstances prescribed in the Codes of Good Practice, either a B-BBEE Verification Certificate issued by a Verification Agency accredited by the South African Accreditation System (SANAS), or an affidavit confirming annual total revenue and level of black ownership, along with the bid, or an affidavit issued by the Companies Intellectual Property Commission, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 2.6 The organ of state reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 Subject to Regulation 2(1)(f) of the Preferential Procurement Policy Framework Act, 2000, the bidder obtaining the **highest number of total points** will be awarded the contract.
- 3.2 A bidder must submit proof of its B-BBEE status level to claim points for B-BBEE.
- 3.3 A bidder failing to submit proof of B-BBEE status level, or who is a non-compliant contributor to B-BBEE will not be disqualified, but will only score:  
 (a) points out of **80/90** for **price**; and  
 (b) 0 points out of **20/10** for **B-BBEE**.
- 3.4 Points scored must be rounded off to the nearest 2 decimal places.
- 3.5 If two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.6 Per Regulation 2 (1)(f) of the Preferential Procurement Policy Framework Act, 2000, the contract may be awarded to a bidder other than the one scoring the highest number of total points based on objective criteria in addition to those contemplated in paragraph (d) and (e) of the Act, which justifies the award to another bidder provided that it has been stipulated upfront in the bid conditions.
- 3.7 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

### THE 80/20 OR 90/10 PREFERENCE POINT SYSTEM

#### 4. FORMULAE FOR PROCUREMENT OF GOODS & SERVICES

##### 4.1 POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points are allocated for price on the following basis:

$$\begin{array}{cc}
 \textbf{80/20} & \textbf{90/10} \\
 P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) & P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)
 \end{array}$$

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{min}$  = Price of lowest acceptable bid

WESTERN CAPE GOVERNMENT: HEALTH  
 DIRECTORATE: SUPPLY CHAIN (G & S  
 SOURCING)  
 BID OPENED 11:00

**21 November 2025**

1).....  
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## 5. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS & INCOME-GENERATING PROCUREMENT

### 5.1 POINTS AWARDED FOR PRICE

80/20

$$P_s = 80 \left( 1 + \frac{P_t - P_{\max}}{P_{\max}} \right)$$

90/10

$$P_s = 90 \left( 1 + \frac{P_t - P_{\max}}{P_{\max}} \right)$$

Where

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\max}$  = Price of highest acceptable bid

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## 6. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

- 6.1 In terms of WCG interim strategy, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the following table:

| B-BBEE Status Level of Contributor | No of points (90/10 system) | No of points (80/20 system) |
|------------------------------------|-----------------------------|-----------------------------|
| 1                                  | 10                          | 20                          |
| 2                                  | 9                           | 18                          |
| 3                                  | 6                           | 14                          |
| 4                                  | 5                           | 12                          |
| 5                                  | 4                           | 8                           |
| 6                                  | 3                           | 6                           |
| 7                                  | 2                           | 4                           |
| 8                                  | 1                           | 2                           |
| Non-compliant contributor          | 0                           | 0                           |

- 6.2 An **EME** must submit a valid originally certified affidavit confirming annual turnover and level of black ownership, or an affidavit issued by Companies Intellectual Property Commission.
- 6.3 A **QSE that is less than 51% (50% or less) black-owned** must be verified in terms of the QSE scorecard issued via Government Gazette and submit a valid, original or a legible certified copy of a B-BBEE Verification Certificate issued by SANAS.
- 6.4 A **QSE that is at least 51% black-owned** must submit a valid, originally certified copy of an affidavit confirming turnover and level of black ownership, or an affidavit issued by Companies Intellectual Property Commission, as well as declare its empowering status.
- 6.5 A **large enterprise** must submit a valid, original or originally certified copy of a B-BBEE Verification Certificate issued by a verification agency accredited by SANAS.
- 6.6 A **trust, consortium or joint venture** will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 6.7 A **trust, consortium or joint venture (including unincorporated consortia and joint ventures)** must submit a consolidated B-BBEE status level verification certificate for every separate bid.
- 6.8 **Tertiary institutions and public entities** will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

## 7. BID DECLARATION

- 7.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

## 8. B-BBEE STATUS LEVEL CLAIMED IN TERMS OF PARAGRAPH 5

8.1 B-BBEE Status Level: ..... = ..... (maximum of 20 points in terms of 80/20)

8.2 B-BBEE Status Level: ..... = ..... (maximum of 10 points in terms of 90/10)

**(Points claimed in paragraphs 8.1 & 8.2 must correspond with the table in paragraph 5.1 and must be substantiated by a B-BBEE certificate issued by a verification agency accredited by SANAS or an affidavit confirming annual total revenue and level of black ownership in terms of the relevant sector code applicable to the bid).**

## 9. SUB-CONTRACTING

9.1 Will any portion of the contract be sub-contracted? (delete which is not applicable) **YES/NO**

9.1.1 If yes, indicate:

(i) what percentage of the contract will be subcontracted? .....%

(ii) the name of the sub-contractor? .....

(iii) the B-BBEE status level of the sub-contractor? .....

(iv) whether the sub-contractor is an EME or QSE? (delete which is not applicable) **YES/NO**

9.1.2 Sub-contracting relates to a **particular** contract and if sub-contracting is applicable, the bidder must state in its response to a particular RFQ that a portion of that contract will be sub-contracted.

## 10. DECLARATION WITH REGARD TO COMPANY/FIRM

10.1 Name of company/ entity: .....

10.2 VAT registration number: .....

10.3 Company Registration number: .....

- 10.4 Type of company/firm (Select applicable option)
- |                          |                                      |
|--------------------------|--------------------------------------|
| <input type="checkbox"/> | Partnership/Joint venture consortium |
| <input type="checkbox"/> | One-person business/sole propriety   |
| <input type="checkbox"/> | Close corporation                    |
| <input type="checkbox"/> | Public company                       |
| <input type="checkbox"/> | Personal liability company           |
| <input type="checkbox"/> | (Pty) Ltd                            |
| <input type="checkbox"/> | Non-profit company                   |
| <input type="checkbox"/> | State-owned company                  |

**WESTERN CAPE GOVERNMENT: HEALTH**  
 DIRECTORATE: SUPPLY CHAIN (G & S  
 SOURCING)  
 BID OPENED 11:00

**21 November 2025**

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10.5 I/we, the undersigned, who am/are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution indicated in paragraph 8 above, qualifies the company/firm for the preference(s) shown and I/we acknowledge that:

- (a) The Western Cape Government reserves the right to audit the B-BBEE status claim submitted by the bidder.
- (b) As set out in Section 130 of the B-BBEE Act as amended, any misrepresentation constitutes a criminal offence. A person commits an offence if that person knowingly:

- (i) misrepresents or attempts to misrepresent the B-BBEE status of an enterprise;
  - (ii) provides false information or misrepresents information to a B-BBEE verification professional to secure a particular B-BBEE status or any benefit associated with compliance with the B-BBEE Act;
  - (iii) provides false information or misrepresents information relevant to assessing the B-BBEE status of an enterprise to any organ of state or public entity; or
  - (iv) engages in a fronting practice.
- (c) if a B-BBEE verification professional, any procurement officer or any official from another organ of state or public entity becomes aware of the attempted or actual commission of any offence referred to in paragraph 10.5 (b), this will be reported to an appropriate law enforcement agency for investigation,
- (d) any person convicted of an offence by a court in the case of contravention of paragraph 10.5 (b) is liable to a fine or imprisonment for a period not exceeding 10 years, or to both a fine and such imprisonment, or, if the convicted person is not a natural person, to a fine not exceeding 10% of its annual turnover.
- (e) the purchaser may investigate the matter if it becomes aware that a bidder may have obtained its B-BBEE status level fraudulently. If the investigation warrants the imposition of a restriction, this will be referred to the National Treasury for investigation, processing and restriction of the bidder on the National Treasury's List of Restricted Suppliers. After the *audi alteram partem* (hear the other side) rule has been applied, the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted fraudulently, may be restricted from obtaining business from any organ of state for a period not exceeding 10 years,
- (f) in addition to any other remedy it may have, the organ of state may -
- (i) disqualify the bidder from the bid process,
  - (ii) recover costs, losses or damages it has incurred or suffered as a result of that bidder's conduct,
  - (iii) cancel the contract, and, having had to make less favourable arrangements due to such cancellation, claim any damages it has suffered from the contractor, and
  - (iv) forward the matter for criminal prosecution.
- (g) The information furnished is true and correct.
- (h) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 2 of this form.

**SIGNATURE(S) OF THE BIDDER(S):** .....

**DATE:** .....

**ADDRESS:** .....

**WITNESSES:**

1. ....

2. ....

|                                                                                                                                                                                    |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>WESTERN CAPE GOVERNMENT: HEALTH</b><br>DIRECTORATE: SUPPLY CHAIN (G & S<br>SOURCING)<br>BID OPENED 11:00<br><br><b>21 November 2025</b><br><br>1)..... 2).....<br>SIGNED SIGNED |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

## SWORN AFFIDAVIT – B-BBEE/QUALIFYING SMALL ENTERPRISE

1. I, the undersigned

|                       |  |
|-----------------------|--|
| Full name and surname |  |
| Identity number       |  |

2. Hereby declare under oath as follows:

- (i) The contents of this statement are to the best of my knowledge a true reflection of the facts.
- (ii) I am a member/director/owner of the following enterprise and am duly authorized to act on its behalf:

|                     |  |
|---------------------|--|
| Enterprise name     |  |
| Trading name        |  |
| Registration number |  |
| Enterprise address  |  |

3. I hereby declare under oath that:

- The enterprise is \_\_\_\_\_ % Black owned;
- The enterprise is \_\_\_\_\_ % Black woman owned;
- Based on management accounts and other information available for the \_\_\_\_\_ financial year, the income did not exceed R50 000, 000.00 (fifty million Rands)
- The entity is an Empowering Supplier in terms of Clause 3.3 (a) or (b) or (c) or (d) or (e) as amended (select one) \_\_\_\_\_ of the dti Codes of Good Practice.
- Please confirm in the table below the B-BBEE contributor **by ticking the applicable box**.

|                                                                                                                                                                                                                            |                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>100% Black owned</b>                                                                                                                                                                                                    | <b>Level One</b> (133% B-BBEE procurement recognition)                                                                                                                  |
| <b>More than 31% Black owned</b>                                                                                                                                                                                           | <b>Level Two</b> (123% B-BBEE procurement recognition)                                                                                                                  |
| (a) At least <b>23%</b> of cost of sales (excluding labour costs and depreciation) must be procurement from local producers or suppliers in South Africa;<br>For the service industry, include labour costs capped at 13%. | (b) At least 30% of jobs created are for Black people, provided that the number of Black employees in the B-BBEE measurement verified immediately before is maintained. |
| (c) At least <b>23%</b> transformation of raw material/beneficiation, which includes local manufacturing, production and/or assembly, and/or packaging.                                                                    | (d) At least 12 days per annum of productivity deployed in assisting QSE end EME beneficiaries to increase their operational or financial capacity.                     |
| (e) At least 83% of labour costs should be paid to South African employees by service industry entities.                                                                                                                   |                                                                                                                                                                         |

4. I know and understand the content of this affidavit, I have no objection to taking the prescribed oath, I consider the oath binding on my conscience and not on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date of signature by the commissioner.

Deponent signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths signature & stamp

|                                                                                                      |                   |
|------------------------------------------------------------------------------------------------------|-------------------|
| WESTERN CAPE GOVERNMENT: HEALTH<br>DIRECTORATE: SUPPLY CHAIN (G & S<br>SOURCING)<br>BID OPENED 11:00 |                   |
| 21 November 2025                                                                                     |                   |
| 1).....<br>SIGNED                                                                                    | 2).....<br>SIGNED |

**GOVERNMENT PROCUREMENT**  
**GENERAL CONDITIONS OF CONTRACT**  
**July 2010**

**NOTES**

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

**WESTERN CAPE GOVERNMENT: HEALTH**  
DIRECTORATE: SUPPLY CHAIN (G & S  
SOURCING)  
BID OPENED 11:00

**21 November 2025**

1)..... 2).....  
SIGNED SIGNED

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**WESTERN CAPE GOVERNMENT: HEALTH**  
DIRECTORATE: SUPPLY CHAIN (G & S  
SOURCING)  
BID OPENED 11:00

**21 November 2025**

1).....  
SIGNED

2).....  
SIGNED

## General Conditions of Contract

### 1. Definitions

1. The following terms shall be interpreted as indicated:
  - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
  - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
  - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
  - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
  - 1.7 "Day" means calendar day.
  - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
  - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
  - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
  - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
  - 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

WESTERN CAPE GOVERNMENT: HEALTH  
DIRECTORATE: SUPPLY CHAIN (G & S  
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BID OPENED 11:00

**21 November 2025**

1).....  
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2).....  
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- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.



- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

## 2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

### 3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

### 4. Standards

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

### 5. Use of contract documents and information; inspection.

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

### 6. Patent rights

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

### 7. Performance security

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or

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- abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
- (b) a cashier's or certified cheque

- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

## 8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

## 9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall

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be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

## **10. Delivery and documents**

- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2 Documents to be submitted by the supplier are specified in SCC.

## **11. Insurance**

- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

## **12. Transportation**

- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

## **13. Incidental services**

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
  - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
  - (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

## **14. Spare parts**

- 14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
  - (b) in the event of termination of production of the spare parts:

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- (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
- (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

## 15. Warranty

- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

## 16. Payment

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

## 17. Prices

- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

## 18. Contract amendments

- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

**19. Assignment** 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

**20. Subcontracts** 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

**21. Delays in the supplier's performance** 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

**22. Penalties** 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until



actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

### 23. Termination for default



23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating

of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

#### **24. Anti-dumping and countervailing duties and rights**

- 24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

#### **25. Force Majeure**

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

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#### **26. Termination for insolvency**

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

#### **27. Settlement of Disputes**

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
  - (b) the purchaser shall pay the supplier any monies due the supplier.

## 28. Limitation of liability

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
  - (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

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## 29. Governing language

- 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

## 30. Applicable law

- 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

## 31. Notices

- 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

## 32. Taxes and duties

- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

## 33. National Industrial

- 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

**Participation (NIP)  
Programme**

**34 Prohibition of  
Restrictive  
practices**

- 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

Js General Conditions of Contract (revised July 2010)

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